JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 75/ 2024 **DATED: 28.04.2024**

Name of the District: **ARIYALUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Senior Bailiff, (iii) Junior Bailiff AND (iv) Xerox Operator** in the Judicial Department of **ARIYALUR** District, Tamil Nadu.

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.
- The Judicial Department in the Ariyalur District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Ariyalur District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Ariyalur, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision), on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	1	8	Rs.19,500 - Rs.71,900/-
2.	Senior Bailiff	1	8	Rs.19,500 - Rs.71,900/-
3.	Junior Bailiff	2	7	Rs.19,000- Rs.69,900/-
4.	Xerox Operator	2	3	Rs.16,600-Rs.60,800/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers,

Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Senior Bailiff	
Junior Bailiff	
Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**
(B) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Ariyalur or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the

information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 75/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC- Scheduled Castes; ST - Scheduled Tribes; W - Women; DW - Destitute Widows; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	BC (OTHER THAN BCM) (W)(DW)	1	0	1
	Total	1	0	1

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	BC (OTHER THAN BCM) (W)	1	0	1
	Total	1	0	1

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (W)(DW)	1	0	1
2	SC (PRIORITY)	1	0	1
	Total	2	0	2

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	MBC/DC (PSTM)	1	0	1
2	SC	1	0	1
	Total	2	0	2

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.141/2024 **DATED: 28.04.2024**

Name of the District: **ARIYALUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Watchman, (iii) Watchman-cum-Masalchi, (iv) Masalchi-cum-Nightwatchman and (v) Masalchi** in the Judicial Department of **ARIYALUR** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Ariyalur District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

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IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Ariyalur District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Ariyalur, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	Cleanliness worker	1	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	Watchman	13	
3.	Watchman-cum-Masalchi	1	
4.	Masalchi-cum-Nightwatchman	1	
5.	Masalchi	17	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not

complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda,

Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the*

*respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Ariyalur or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.141/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); ST - Scheduled Tribes; W-Women; DW - Destitute Widows

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	MBC/DC (PRIORITY)	1	0	1
	Total	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	3	0	3
2	GT (W)	1	0	1
3	BC (OTHER THAN BCM)	3	0	3
4	BC (OTHER THAN BCM) (W)	1	0	1
5	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
6	MBC/DC	2	0	2
7	SC	1	0	1
8	SC (W)(DW)	1	0	1
	Total	**13**	**0**	**13**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN-CUM-MASALCHI

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
	Total	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI-CUM-NIGHTWATCHMAN

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
	Total	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	2	0	2
2	GT (W)	1	0	1
3	GT (W)(DW)	1	0	1
4	BC (OTHER THAN BCM)	1	0	1
5	BC (OTHER THAN BCM) (W)	1	0	1
6	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
7	MBC/DC	1	0	1
8	MBC/DC (W)	1	0	1
9	MBC/DC (W)(DW)	1	0	1
10	MBC/DC (PRIORITY)	1	0	1
11	SC	2	0	2
12	SC (PRIORITY)	1	0	1
13	SC(A)	1	0	1
14	ST (PRIORITY)	0	1	1
	Total	**16**	**1**	**17**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. **103/2024** DATED: **28.04.2024**

Name of the District : **CHENNAI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of **CHENNAI** District, Tamil Nadu.

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.
- The Judicial Department in the Chennai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Chennai District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal Judge, Chennai, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
10	8	Rs.19,500 - Rs.71,900/-

3. DISTRIBUTION OF VACANCIES:-

Sl. No.	Category	No. of Vacancies
1	GT (PSTM)	1
2	GT (W)	1
3	GT (PRIORITY)	1
4	BC (OTHER THAN BCM) (PSTM)	1
5	BC (OTHER THAN BCM) (W)	1
6	BC(M) (PRIORITY)	1
7	MBC/DC	1
8	MBC/DC (PSTM)	1
9	SC	1
10	SC(W)(DW)	1
Total		**10**

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[Abbreviations: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium)]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "**Destitute Widow**" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Chennai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No. 116/2024 **DATED: 28.04.2024**

Name of the District: **CHENNAI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Copyist Attender** and **(ii) Office Assistant** in the Judicial Department of **CHENNAI** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Chennai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Chennai District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal Judge, Chennai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Copyist Attender	2	Level – 1 Rs.15,700/- – Rs. 58,100/-
Office Assistant	113	

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "**Destitute Widow**" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the

"Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Copyist Attender	**Academic Qualification:-**	Other things being equal, preference will be given to those who are in

Office Assistant	Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:**	**50**	**50**	**20**	**2 hours**

Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.				
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken

into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Chennai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.116/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Community; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium;

DISTRIBUTION OF VACANCIES FOR THE POST OF COPYIST ATTENDER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)(DW)	1	0	1
2	SC (PRIORITY)	1	0	1
	Total	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	11	0	11
2	GT (PSTM)	5	0	5
3	GT (W)	8	0	8
4	GT (W) (PSTM)	2	0	2
5	**GT(BLINDNESS AND LOW VISION)***	0	2	2
6	GT (PRIORITY)	6	0	6
7	GT (PSTM) (PRIORITY)	1	0	1
8	GT (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)	1	0	1
9	BC (OTHER THAN BCM)	12	0	12
10	BC (OTHER THAN BCM) (PSTM)	3	0	3
11	BC (OTHER THAN BCM) (W)	7	0	7
12	BC (OTHER THAN BCM) (W) (PSTM)	2	0	2
13	BC (OTHER THAN BCM) (W) (DW)	1	0	1

14	BC (OTHER THAN BCM) (PRIORITY)	5	0	5
15	BC(M)	1	0	1
16	BC(M) (W) (DW)	2	0	2
17	MBC/DC	7	0	7
18	MBC/DC (PSTM)	2	0	2
19	MBC/DC (W)	4	0	4
20	MBC/DC (W) (PSTM)	2	0	2
21	MBC/DC (W) (DW)	1	0	1
22	**MBC/DC (BLINDNESS AND LOW VISION)***	0	1	1
23	MBC/DC (DEAF AND HARD OF HEARING)	0	1	1
24	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY))	2	0	2
25	MBC/DC (PRIORITY)	4	0	4
26	SC	7	0	7
27	SC (W)	3	0	3
28	SC (W) (DW)	1	0	1
29	SC (PRIORITY)	4	0	4
30	SC(A)	1	0	1
31	SC(A) (PSTM)	2	0	2
32	ST (PSTM) (PRIORITY)	2	0	2
	Total	**109**	**4**	**113**

NOTE:

*As per G.O.(Ms)No.225, Home (Courts-V)Department, dated 15.06.2021 **Blindness & Low Vision** is exempted to Judicial Department for the posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 142/2024 **DATED: 28.04.2024**

Name of the District: **CHENNAI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness Worker, (ii) Gardener, (iii) Watchman, (iv) Watchman-cum-Masalchi, (v) Sweeper-cum-Masalchi, (vi) Waterman, (vii) Water Woman,** and **(viii) Masalchi** in the Judicial Department of **CHENNAI** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Chennai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Chennai District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal Judge, Chennai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	Cleanliness Worker	19	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	Gardener	1	
3.	Watchman	8	
4.	Watchman-cum-Masalchi	7	
5.	Sweeper-cum-Masalchi	1	
6.	Waterman	1	
7.	Water Woman	1	
8.	Masalchi	14	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.

2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness Worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "**Destitute Widow**" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.

3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Chennai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.142/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Community; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow;

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (W)(DW)	2	0	2
3	GT (PRIORITY)	3	0	3
4	BC (OTHER THAN BCM)	1	0	1
5	BC (OTHER THAN BCM) (W)(DW)	2	0	2
6	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
7	MBC/DC (W)(DW)	2	0	2
8	MBC/DC (PRIORITY)	2	0	2
9	SC (PRIORITY)	2	0	2
10	SC(A) (W) (DW) (PRIORITY)	2	0	2
	Total	**19**	**0**	**19**

DISTRIBUTION OF VACANCIES FOR THE POST OF GARDENER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	SC(A) (W) (DW) (PRIORITY)	1	0	1
	Total	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	**GT (BLINDNESS AND LOW VISION)***	0	1	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM) (PRIORITY)	1	0	1

4	MBC/DC	1	0	1
5	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY))	1	0	1
6	MBC/DC (PRIORITY)	1	0	1
7	SC (PRIORITY)	2	0	2
	Total	**7**	**1**	**8**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN-CUM-MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)	1	0	1
2	BC (OTHER THAN BCM) (W)	1	0	1
3	BC(M) (PRIORITY)	1	0	1
4	MBC/DC	1	0	1
5	MBC/DC (W)(DW)	0	1	1
6	MBC/DC (PRIORITY)	0	1	1
7	SC	1	0	1
	Total	**5**	**2**	**7**

DISTRIBUTION OF VACANCIES FOR THE POST OF SWEEPER-CUM-MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
	Total	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATERMAN

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	SC(A) (W) (DW) (PRIORITY)	0	1	1
	Total	**0**	**1**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATER WOMAN

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
	Total	1	0	1

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	2	0	2
2	GT (W)	1	0	1
3	**GT (BLINDNESS AND LOW VISION)***	0	1	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	2	0	2
6	BC (OTHER THAN BCM) (W)	1	0	1
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	MBC/DC	1	0	1
9	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY))	1	0	1
10	MBC/DC (PRIORITY)	1	0	1
11	SC (PRIORITY)	1	0	1
12	SC(A)	1	0	1
	Total	**13**	**1**	**14**

NOTE:

*As per G.O.(Ms)No.225, Home (Courts-V)Department, dated 15.06.2021 **Blindness & Low Vision** is exempted to Judicial Department for the posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.76/2024 **DATED: 28.04.2024**

Name of the District: **CHENNAI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Junior Bailiff (iii) Process Writer** and **(iv) Xerox Operator** in the Judicial Department of **CHENNAI** District, Tamil Nadu.

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.
- The Judicial Department in the Chennai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Chennai District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal Judge, Chennai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	2	8	Rs.19,500 - Rs.71,900/-
2.	Junior Bailiff	9	7	Rs.19,000 - Rs.69,900/-
3.	Process Writer	1	3	Rs.16,600 - Rs.60,800/-
4.	Xerox Operator	2	3	Rs.16,600 - Rs.60,800/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "**Destitute Widow**" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) **For Differently Abled Persons (Other than Blindness and Low vision)*:**

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) **For Ex-servicemen:-**

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) **For National Cadet Corps:-**

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under

Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Junior Bailiff	
Process Writer	
Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.

2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***

3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.

4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Chennai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the

information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.76/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Community; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium; EX-SER - Ex-Servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	BC (OTHER THAN BCM) (W)	1	0	1
2	MBC/DC (PSTM)	1	0	1
	Total	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (W)(DW)	1	0	1
3	BC (OTHER THAN BCM)	1	0	1
4	BC (OTHER THAN BCM) (PSTM)	2	0	2
5	BC (OTHER THAN BCM) (W)(DW)	1	0	1
6	MBC/DC (W)(DW)	1	0	1
7	SC (PRIORITY)	1	0	1
8	SC(A) (W) (DW) (PSTM) (PRIORITY)	0	1	1
	Total	**8**	**1**	**9**

DISTRIBUTION OF VACANCIES FOR THE POST OF PROCESS WRITER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
	Total	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	BC (OTHER THAN BCM) (EX-SER)	1	0	1
2	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	1	0	1
	Total	**2**	**0**	**2**

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No. 117/2024 **DATED: 28.04.2024**

Name of the District: **COIMBATORE**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Copyist Attender** AND **(ii) Office Assistant** in the Judicial Department of **COIMBATORE** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Coimbatore District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Coimbatore District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Coimbatore, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Copyist Attender	3	Level – 1 Rs.15,700/- – Rs. 58,100/-
Office Assistant	6	

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "**Destitute Widow**" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to

claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Copyist Attender	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.
Office Assistant		

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.

(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Coimbatore or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.117/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Class; BC(M) Backward Class (Muslim); MBC/DC - Most Backward Class/Denotified Community; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF COPYIST ATTENDER

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	1	0	1
2	MBC/DC (PRIORITY)	1	0	1
3	SC(A) (W) (DW) (PSTM) (PRIORITY)	1	0	1
	TOTAL	**3**	**0**	**3**

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)	1	0	1
2	GT (W) (DEAF AND HARD OF HEARING)	0	1	1
3	BC (OTHER THAN BCM)	1	0	1
4	MBC/DC (DEAF AND HARD OF HEARING)	0	1	1
5	MBC/DC (PSTM) (PRIORITY)	1	0	1
6	SC (PSTM)	1	0	1
	TOTAL	**4**	**2**	**6**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. **77/2024** **DATED: 28.04.2024**

Name of the District: **COIMBATORE**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Reader (ii) Junior Bailiff** AND **(iii) Xerox Operator** in the Judicial Department of **COIMBATORE** District, Tamil Nadu.

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.
- The Judicial Department in the Coimbatore District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Coimbatore District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Coimbatore, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Reader	2	8	Rs.19,500 - Rs.71,900/-
2.	Junior Bailiff	4	7	Rs.19,000- Rs.69,900/-
4.	Xerox Operator	1	3	Rs.16,600-Rs.60,800/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "**Destitute Widow**" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than

Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Reader	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Junior Bailiff	
Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Coimbatore or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the

information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.77/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Class; BC(M) Backward Class (Muslim); MBC/DC - Most Backward Class/Denotified Community; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF READER

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL VACANCIES
1	GT (W)(DW)	1	0	1
2	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
	TOTAL	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL VACANCIES
1	GT (W)	1	0	1
2	GT (EX-SER)	1	0	1
3	BC (OTHER THAN BCM) (W)	1	0	1
4	SC(A) (PSTM)	1	0	1
	TOTAL	**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL VACANCIES
1	SC (W)	1	0	1
	TOTAL	**1**	**0**	**1**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.143/2024 **DATED: 28.04.2024**

Name of the District: **COIMBATORE**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Cleanliness worker, (ii) Gardener, (iii) Watchman/Nightwatchman, (iv) Nightwatchman-cum-Masalchi, (v) Watchman-cum-Masalchi,** and **(vi) Masalchi** in the Judicial Department of **COIMBATORE** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Coimbatore District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Coimbatore District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Coimbatore, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	14	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Gardener**	3	
3.	**Watchman / Nightwatchman**	35	
4.	**Nightwatchman-cum-Masalchi**	13	
5.	**Watchman-cum-Masalchi**	3	
6.	**Masalchi**	20	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness Worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987

2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to

deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

h) The candidates must be free from contagious diseases.

i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the*

*respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Coimbatore or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.143/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Class; BC(M) Backward Class (Muslim); MBC/DC - Most Backward Class/Denotified Community; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
3	GT (W)(DW)	1	0	1
4	GT (PRIORITY)	2	0	2
5	BC (OTHER THAN BCM)	1	0	1
6	BC (OTHER THAN BCM) (W)(DW)	1	0	1
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	MBC/DC (W)(DW)	1	0	1
9	MBC/DC (PRIORITY)	1	0	1
10	SC (W)(DW)	1	0	1
11	SC (PRIORITY)	1	0	1
12	SC(A) (W) (DW) (PRIORITY)	2	0	2
	TOTAL	**14**	**0**	**14**

DISTRIBUTION OF VACANCIES FOR THE POST OF GARDENER

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	MBC/DC (PRIORITY)	0	1	1
2	SC(A) (W) (DW) (PRIORITY)	1	1	2
	TOTAL	**1**	**2**	**3**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN/NIGHT WATCHMAN

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
2	GT (W)	3	0	3
3	**GT (BLINDNESS AND LOW VISION)***	1	0	1
4	GT (PRIORITY)	3	0	3
5	BC (OTHER THAN BCM)	3	0	3
6	BC (OTHER THAN BCM) (W)	3	0	3
7	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
8	BC(M) (PRIORITY)	2	0	2
9	MBC/DC	4	0	4
10	MBC/DC (W)	1	0	1
11	MBC/DC (W)(DW)	0	1	1

12	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY))	1	0	1
13	MBC/DC (PRIORITY)	1	2	3
14	SC	3	0	3
15	SC (W)	1	0	1
16	SC (PRIORITY)	1	0	1
17	SC(A)	1	0	1
	TOTAL	**32**	**3**	**35**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN-CUM-MASALCHI

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	BC (OTHER THAN BCM)	2	0	2
3	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
4	BC(M) (PRIORITY)	1	0	1
5	MBC/DC	2	0	2
6	MBC/DC (W)(DW)	0	1	1
7	MBC/DC (PRIORITY)	1	1	2
8	SC	1	0	1
9	SC (W)(DW)	1	0	1
10	SC (PRIORITY)	0	1	1
	TOTAL	**10**	**3**	**13**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN-CUM-MASALCHI

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	1	0	1
2	MBC/DC (PRIORITY)	1	0	1
3	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**3**	**0**	**3**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
2	GT (W)	1	0	1
3	**GT (BLINDNESS AND LOW VISION)***	1	0	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	3	0	3
6	BC (OTHER THAN BCM) (W)	1	0	1
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	BC(M) (PRIORITY)	1	0	1

9	MBC/DC	1	0	1
10	MBC/DC (W)	1	0	1
11	MBC/DC (W)(DW)	0	2	2
12	MBC/DC (PRIORITY)	0	2	2
13	SC	2	0	2
14	SC (W)	1	0	1
	TOTAL	**16**	**4**	**20**

NOTE:

*As per G.O.(Ms)No.225, Home (Courts-V)Department, dated 15.06.2021 **Blindness & Low Vision** is exempted to Judicial Department for the posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.143/2024 **DATED: 28.04.2024**

Name of the District: **COIMBATORE**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Cleanliness worker, (ii) Gardener, (iii) Watchman/Nightwatchman, (iv) Nightwatchman-cum-Masalchi, (v) Watchman-cum-Masalchi,** and **(vi) Masalchi** in the Judicial Department of **COIMBATORE** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Coimbatore District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Coimbatore District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Coimbatore, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	14	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Gardener**	3	
3.	**Watchman / Nightwatchman**	35	
4.	**Nightwatchman-cum-Masalchi**	13	
5.	**Watchman-cum-Masalchi**	3	
6.	**Masalchi**	20	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness Worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987

2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to

deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

h) The candidates must be free from contagious diseases.

i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the*

*respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Coimbatore or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.143/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Class; BC(M) Backward Class (Muslim); MBC/DC - Most Backward Class/Denotified Community; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
3	GT (W)(DW)	1	0	1
4	GT (PRIORITY)	2	0	2
5	BC (OTHER THAN BCM)	1	0	1
6	BC (OTHER THAN BCM) (W)(DW)	1	0	1
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	MBC/DC (W)(DW)	1	0	1
9	MBC/DC (PRIORITY)	1	0	1
10	SC (W)(DW)	1	0	1
11	SC (PRIORITY)	1	0	1
12	SC(A) (W) (DW) (PRIORITY)	2	0	2
	TOTAL	**14**	**0**	**14**

DISTRIBUTION OF VACANCIES FOR THE POST OF GARDENER

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	MBC/DC (PRIORITY)	0	1	1
2	SC(A) (W) (DW) (PRIORITY)	1	1	2
	TOTAL	**1**	**2**	**3**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN/NIGHT WATCHMAN

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
2	GT (W)	3	0	3
3	**GT (BLINDNESS AND LOW VISION)***	1	0	1
4	GT (PRIORITY)	3	0	3
5	BC (OTHER THAN BCM)	3	0	3
6	BC (OTHER THAN BCM) (W)	3	0	3
7	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
8	BC(M) (PRIORITY)	2	0	2
9	MBC/DC	4	0	4
10	MBC/DC (W)	1	0	1
11	MBC/DC (W)(DW)	0	1	1

12	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY))	1	0	1
13	MBC/DC (PRIORITY)	1	2	3
14	SC	3	0	3
15	SC (W)	1	0	1
16	SC (PRIORITY)	1	0	1
17	SC(A)	1	0	1
	TOTAL	**32**	**3**	**35**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN-CUM-MASALCHI

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	BC (OTHER THAN BCM)	2	0	2
3	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
4	BC(M) (PRIORITY)	1	0	1
5	MBC/DC	2	0	2
6	MBC/DC (W)(DW)	0	1	1
7	MBC/DC (PRIORITY)	1	1	2
8	SC	1	0	1
9	SC (W)(DW)	1	0	1
10	SC (PRIORITY)	0	1	1
	TOTAL	**10**	**3**	**13**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN-CUM-MASALCHI

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	1	0	1
2	MBC/DC (PRIORITY)	1	0	1
3	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**3**	**0**	**3**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
2	GT (W)	1	0	1
3	**GT (BLINDNESS AND LOW VISION)***	1	0	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	3	0	3
6	BC (OTHER THAN BCM) (W)	1	0	1
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	BC(M) (PRIORITY)	1	0	1

9	MBC/DC	1	0	1
10	MBC/DC (W)	1	0	1
11	MBC/DC (W)(DW)	0	2	2
12	MBC/DC (PRIORITY)	0	2	2
13	SC	2	0	2
14	SC (W)	1	0	1
	TOTAL	**16**	**4**	**20**

NOTE:

*As per G.O.(Ms)No.225, Home (Courts-V)Department, dated 15.06.2021 **Blindness & Low Vision** is exempted to Judicial Department for the posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.78/2024 **DATED: 28.04.2024**

Name of the District: CUDDALORE

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Junior Bailiff** in the Judicial Department of **CUDDALORE** District, Tamil Nadu.

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.
- The Judicial Department in the Cuddalore District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Cuddalore District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Cuddalore, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Junior Bailiff	7	7	Rs.19,000- Rs.69,900/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the post are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than

Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Junior Bailiff	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.

2. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
3. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.

4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Cuddalore or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.78/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC(A) - Scheduled Castes (Arunthathiyars); W - Women;

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	GT (W) (DEAF AND HARD OF HEARING)	1	0	1
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM)	1	0	1
5	BC (OTHER THAN BCM) (W)	1	0	1
6	MBC/DC	1	0	1
7	SC(A)	1	0	1
	TOTAL	**7**	**0**	**7**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.144/2024 **DATED: 28.04.2024**

Name of the District: **CUDDALORE**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Watchman/Nightwatchman, (iii) Nightwatchman-cum-Masalchi, (iv) Masalchi/Full Time Masalchi** in the Judicial Department of **CUDDALORE** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Cuddalore District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Cuddalore District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Cuddalore, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	14	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Watchman / Nightwatchman**	20	
3.	**Nightwatchman-cum-Masalchi**	1	
4.	**Masalchi/Full Time Masalchi**	19	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or

Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the*

*respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Cuddalore or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL (i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.144/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow;

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
2	GT(W)(DW)	1	0	1
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM)	2	0	2
5	BC(OTHER THAN BCM)(W)(DW)	1	0	1
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
7	MBC/DC	1	0	1
8	MBC/DC (W)(DW)	1	0	1
9	MBC/DC (PRIORITY)	1	0	1
10	SC (W)(DW)	1	0	1
11	SC(PRIORITY)	1	0	1
12	SC(A)(W)(DW)(PRIORITY)	1	0	1
	TOTAL	**14**	**0**	**14**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHT WATCHMAN

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	3	0	3
2	GT (W)	1	0	1
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM)	2	0	2
5	BC (OTHER THAN BCM) (W)	2	0	2
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
7	MBC/DC	2	0	2
8	MBC/DC (W)	1	0	1

9	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	0	1	1
10	MBC/DC (PRIORITY)	1	0	1
11	SC	3	0	3
12	SC (W)	1	0	1
13	ST(PRIORITY)	1	0	1
	TOTAL	**19**	**1**	**20**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN-CUM-MASALCHI

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI / FULL TIME MASALCHI

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)	1	0	1
2	***GT (BLINDNESS AND LOW VISION)**	1	1	2
3	GT (PRIORITY)	2	0	2
4	BC (OTHER THAN BCM)	3	0	3
5	BC (OTHER THAN BCM) (W)	1	0	1
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
7	BC(M) (PRIORITY)	1	0	1
8	MBC/DC	3	0	3
9	MBC/DC (W)	1	0	1
10	SC	2	0	2
11	SC (W)	1	0	1
12	SC(A)	1	0	1
	TOTAL	**18**	**1**	**19**

NOTE: 1) ***As per G.O.(M.s)No.225, Home (Courts-V) Department, dated:15.06.2021 Blindness & Low vision is **exempted** from Judicial Department for the Posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation **shall be allotted among other categories of differently abled persons.**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION Nos. **104/2024** DATED: 28.04.2024

Name of the District: **DHARMAPURI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of **DHARMAPURI** District, Tamil Nadu.

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.
- The Judicial Department in the Dharmapuri District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Dharmapuri District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge,Dharmapuri, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision), on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
2	**8**	**Rs.19,500 - Rs.71,900/-**

3. DISTRIBUTION OF VACANCIES:-

Sl. No.	Category	No. of Vacancies
1	MBC/DC (PRIORITY)	1
2	SC(A) (W) (DW) (PRIORITY)	1
	TOTAL	2

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[Abbreviations: MBC/DC - Most Backward Classes/Denotified Communities; SC(A) Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the

"Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category..

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***

2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
[For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.

Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Dharmapuri or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. **79/ 2024** DATED: 28.04.2024

Name of the District: **DHARMAPURI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Senior Bailiff, (ii) Junior Bailiff AND (iii) Xerox Operator** in the Judicial Department of **DHARMAPURI** District, Tamil Nadu.

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.
- The Judicial Department in the Dharmapuri District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Dharmapuri District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Dharmapuri, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Senior Bailiff	2	8	Rs.19,500 - Rs.71,900/-
2.	Junior Bailiff	6	7	Rs.19,000- Rs.69,900/-
3.	Xerox Operator	4	3	Rs.16,600-Rs.60,800/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do

not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Senior Bailiff	Must possess minimum General Educational Qualification, viz., Must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Junior Bailiff	
Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**
(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Dharmapuri or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the

information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 79/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	BC(OTHER THAN BCM)(W)(DW)	1	0	1
	TOTAL	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM) (W)	1	0	1
4	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
5	MBC/DC (PSTM)	1	0	1
6	SC	1	0	1
	TOTAL	**6**	**0**	**6**

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)(DW)	1	0	1
2	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
3	MBC/DC (PRIORITY)	1	0	1
4	SC (PRIORITY)	1	0	1
	TOTAL	**4**	**0**	**4**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 145/2024 **DATED: 28.04.2024**

Name of the District: **DHARMAPURI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Watchman, (iii) Nightwatchman-cum-Masalchi and (iv) Masalchi** in the Judicial Department of **DHARMAPURI** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Dharmapuri District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Dharmapuri District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Dharmapuri, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay (Revised)
1.	Cleanliness worker	4	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	Watchman	5	
3.	Nightwatchman-cum-Masalchi	1	
4.	Masalchi	7	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the

form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

h) The candidates must be free from contagious diseases.

i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- ‘A’ and Part – ‘B’.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or

such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Dharmapuri or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 145/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow;

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
2	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
3	MBC/DC (PRIORITY)	1	0	1
4	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (W)	1	0	1
3	BC (OTHER THAN BCM) (W)	1	0	1
4	MBC/DC	1	0	1
5	SC	1	0	1
	TOTAL	**5**	**0**	**5**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN CUM MASALCHI

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM) (W)	1	0	1
4	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
5	MBC/DC	1	0	1
6	MBC/DC (PRIORITY)	0	1	1
7	SC	1	0	1
	TOTAL	**6**	**1**	**7**

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION Nos. 118/2024 **DATED: 28.04.2024**

Name of the District: **DHARMAPURI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Office Assistant** in the Judicial Department of **DHARMAPURI** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Dharmapuri District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Dharmapuri District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Dharmapuri, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Total No.of vacancies
Office Assistant	9	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not

be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the

'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Dharmapuri or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 118/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; W - Women; DW - Destitute Widow;

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM)	1	0	1
4	MBC/DC (W)	1	0	1
5	MBC/DC **(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)**	0	1	1
6	MBC/DC (PRIORITY)	1	0	1
7	SC	1	0	1
8	SC (W)	1	0	1
9	ST (PRIORITY)	1	0	1
	TOTAL	**8**	**1**	**9**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.**105/2024** DATED: **28.04.2024**
Name of the District : **DINDIGUL**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of Dindigul District, Tamil Nadu.

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.
- The Judicial Department in the Dindigul District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Dindigul District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Dindigul, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision), on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1	**8**	**Rs.19,500 - Rs.71,900/-**

3. DISTRIBUTION OF VACANCY:-

Sl. No.	Category	No. of Vacancy
1	SC (PRIORITY)	1
TOTAL		**1**

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[Abbreviations: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium)]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the

"Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category..

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***

2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
[For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.

Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Dindigul or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.**80/2024** DATED: **28.04.2024**

Name of the District: **DINDIGUL**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner and (ii) Senior Bailiff** in the Judicial Department of Dindigul District, Tamil Nadu.

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.
- The Judicial Department in the Dindigul District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Dindigul District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Dindigul, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	1	8	Rs.19,500 - Rs.71,900/-
2.	Senior Bailiff	2	8	Rs.19,500 - Rs.71,900/-
Total		**3**		

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than

Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Senior Bailiff	

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
3. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.

3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Dindigul or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.80/2024

Abbreviations used in the Annexure: BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium.

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	BC (OTHER THAN BCM) (W) (DW)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	MBC/DC (PSTM)	1	0	1
2	SC	1	0	1
	TOTAL	**2**	**0**	**2**

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No.119/2024 **DATED: 28.04.2024**

Name of the District: **DINDIGUL**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **Office Assistant** in the Judicial Department of **Dindigul** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Dindigul District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Dindigul District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Dindigul, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	33	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other

receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall

produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Dindigul or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.119/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium.

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	3	0	3
2	GT (PSTM)	1	0	1
3	GT (W)	2	0	2
4	GT (W) (PSTM)	1	0	1
5	GT (W) (DEAF AND HARD OF HEARING	0	1	1
6	GT (PRIORITY)	1	0	1
7	GT (PSTM) (PRIORITY)	1	0	1
8	BC (OTHER THAN BCM)	3	0	3
9	BC (OTHER THAN BCM) (W)	1	0	1
10	BC (OTHER THAN BCM) (W) (DW)	1	0	1
11	*** BC (OTHER THAN BCM) (BLINDNESS AND LOW VISION)**	1	0	1
12	BC (OTHER THAN BCM) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)	0	1	1

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
13	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
14	BC (OTHER THAN BCM) (PSTM) (PRIORITY)	1	0	1
15	BC(M) (W)	1	0	1
16	BC(M) (W) (DW)	1	0	1
17	MBC/DC	1	0	1
18	MBC/DC (PSTM)	1	0	1
19	MBC/DC (W)	1	0	1
20	MBC/DC (W) (PSTM)	1	0	1
21	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	1	0	1
22	MBC/DC (PRIORITY)	1	0	1
23	SC	1	0	1
24	SC (PSTM)	1	0	1
25	SC (W)	1	0	1
26	SC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)) (PRIORITY)	1	0	1
27	SC (PRIORITY)	1	0	1
28	SC(A)	1	0	1
	TOTAL	**31**	**2**	**33**

Remarks: * As per G.O. (M.s) No.225, Home (Courts-V) Department, dated:15.06.2021 Blindness & Low Vision is **exempted** from Judicial Department for the Posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation **shall be alloted among other categories of differently abled persons.**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.146/2024 **DATED: 28.04.2024**

Name of the District: DINDIGUL

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii)Watchman/Nightwatchman, (iii) Nightwatchman-cum-Masalchi and (iv) Masalchi** in the Judicial Department of Dindigul District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Dindigul District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Dindigul District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Dindigul, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	4	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Watchman / Nightwatchman**	5	
3.	**Nightwatchman-cum-Masalchi**	4	
4.	**Masalchi**	5	
TOTAL		**18**	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes	34 years**	01.07.1990

	(Other than Backward Class Muslims) and Backward Class Muslims.		
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to

deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**

(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Dindigul or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.146/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow.

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	1	0	1
2	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
3	MBC/DC (PRIORITY)	1	0	1
4	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHT WATCHMAN

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)	1	0	1
2	BC (OTHER THAN BCM) (W)	1	0	1
3	BC (OTHER THAN BCM) (W) (DW)	1	0	1
4	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
5	MBC/DC	1	0	1
	TOTAL	**5**	**0**	**5**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN-CUM-MASALCHI

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W) (DW)	1	0	1
2	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
3	MBC/DC (PRIORITY)	0	1	1
4	SC (PRIORITY)	0	1	1
	TOTAL	**2**	**2**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W) (DW)	1	0	1
2	BC(M) (PRIORITY)	1	0	1
3	MBC/DC	1	0	1
4	SC	1	0	1
5	SC (W)(DW)	0	1	1
	TOTAL	**4**	**1**	**5**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 81/2024 **DATED: 28.04.2024**

Name of the District: **ERODE**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Senior Bailiff, (iii) Junior Bailiff AND (iv) Xerox Operator** in the Judicial Department of **ERODE** District, Tamil Nadu.

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.
- The Judicial Department in the Erode District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Erode District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Erode, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision), on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	2	8	Rs.19,500 - Rs.71,900/-
2.	Senior Bailiff	2	8	Rs.19,500 - Rs.71,900/-
3.	Junior Bailiff	9	7	Rs.19,000- Rs.69,900/-
4.	Xerox Operator	1	3	Rs.16,600-Rs.60,800/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) **For Differently Abled Persons (Other than Blindness and Low vision)*:**

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) **For Ex-servicemen:-**

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) **For National Cadet Corps:-**

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers,

Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Senior Bailiff	
Junior Bailiff	
Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**
(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Erode or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the

information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.81/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; W - Women; DW - Destitute Widows; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (PSTM)	1	0	1
2	SC (W)(DW)	1	0	1
	Total	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	MBC/DC **(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)**	1	0	1
2	SC (PRIORITY)	1	0	1
	Total	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (W)	1	0	1
2	GT **(BLINDNESS AND LOW VISION)***	1	0	1
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM)	1	0	1
5	BC (OTHER THAN BCM) (W)	1	0	1
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
7	MBC/DC (W)	1	0	1
8	SC (PSTM)	1	0	1
9	SC (W)	1	0	1
	Total	**9**	**0**	**9**
Note: As per G.O.(Ms) No.225, Home (Courts-V) Department, dated 15.06.2021, Blind & Low Vision is **exempted** from Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that the reservation **shall be alloted among other categories of Differently abled persons.**				

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
	Total	**1**	**0**	**1**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.147/2024 **DATED: 28.04.2024**

Name of the District: **ERODE**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Gardener, (iii) Watchman/Nightwatchman, (iv) Masalchi-cum-Nightwatchman AND (v) Masalchi** in the Judicial Department of **ERODE** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Erode District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Erode District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Erode, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	Cleanliness worker	9	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	Gardener	1	
3.	Watchman / Nightwatchman	18	
4.	Masalchi-cum-Nightwatchman	4	
5.	Masalchi	8	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not

complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda,

Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the*

*respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Erode or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.147/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widows

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	1	0	1
2	GT (W)(DW)	1	0	1
3	GT **(PRIORITY)**	1	0	1
4	BC (OTHER THAN BCM) (W)(DW)	1	0	1
5	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
6	MBC/DC (W)(DW)	1	0	1
7	MBC/DC (PRIORITY)	1	0	1
8	SC (PRIORITY)	1	0	1
9	SC(A) (W) (DW) (PRIORITY)	1	0	1
	Total	**9**	**0**	**9**

DISTRIBUTION OF VACANCIES FOR THE POST OF GARDENER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	MBC/DC (W)(DW)	1	0	1
	Total	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHTWATCHMAN

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	2	0	2
2	GT (W)	2	0	2
3	GT (PRIORITY)	2	0	2
4	BC (OTHER THAN BCM)	3	0	3
6	BC (OTHER THAN BCM) (W)	1	0	1
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
8	BC(M) (W) (DW)	1	0	1
9	MBC/DC	1	0	1
10	MBC/DC (W)	1	0	1
11	MBC/DC **(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)**	1	0	1
12	SC	1	0	1
13	SC (PRIORITY)	1	0	1
14	ST (PRIORITY)	1	0	1
	Total	**18**	**0**	**18**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI-CUM-NIGHTWATCHMAN

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
2	BC (OTHER THAN BCM)	1	0	1
3	MBC/DC	0	1	1
4	SC (PRIORITY)	1	0	1
	Total	**3**	**1**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	1	0	1
2	GT (W) **(DEAF AND HARD OF HEARING)**	0	1	1
3	BC (OTHER THAN BCM)	1	0	1
4	MBC/DC (W)	0	1	1
5	MBC/DC (PRIORITY)	0	1	1
6	SC	0	1	1
7	SC (PRIORITY)	0	1	1
8	SC(A) (W) (DW) (PRIORITY)	0	1	1
	Total	**2**	**6**	**8**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.106/2024 **DATED: 28.04.2024**

Name of the District : **ERODE**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of **ERODE** District, Tamil Nadu.

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.
- The Judicial Department in the Erode District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Erode District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Erode, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancy	Level of Pay	Scale of Pay (Revised)
1	**8**	**Rs.19,500 - Rs.71,900/-**

3. DISTRIBUTION OF VACANCIES:-

Sl. No.	Category	No. of Vacancies
1.	GT (PRIORITY)	1

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[Abbreviations: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium)]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts

and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category..

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***

2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
[For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.

Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Erode or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No. 120/2024 **DATED: 28.04.2024**

Name of the District: **ERODE**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Copyist Attender AND (ii) Office Assistant** in the Judicial Department of **ERODE** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Erode District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Erode District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Erode, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Copyist Attender	2	Level – 1 Rs.15,700/- – Rs. 58,100/-
Office Assistant	22	

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than

Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Copyist Attender	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.
Office Assistant		

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment

unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
[For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Erode or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.120/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widows; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF COPYIST ATTENDER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
2	SC(A) (W) (DW) (PSTM) (PRIORITY)	1	0	1
	Total	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	4	0	4
2	GT **(BLINDNESS AND LOW VISION)***	0	1	1
3	GT (W) **(DEAF AND HARD OF HEARING)**	0	1	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	1	0	1
6	BC (OTHER THAN BCM) (W)	2	0	2
7	BC (OTHER THAN BCM) **(BLINDNESS AND LOW VISION)***	1	0	1
8	BC (OTHER THAN BCM) **(AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)**	0	1	1

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
9	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
10	MBC/DC	1	0	1
11	MBC/DC (W)	2	0	2
12	MBC/DC (PRIORITY)	1	0	1
13	SC	2	0	2
14	SC (W)	2	0	2
15	ST (PRIORITY)	1	0	1
	Total	**19**	**3**	**22**

Note: As per G.O.(Ms) No.225, Home (Courts-V) Department, dated 15.06.2021, Blind & Low Vision is **exempted** from Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that the reservation **shall be alloted among other categories of Differently abled persons.**

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION Nos.121/2024 **DATED: 28.04.2024**

Name of the District: **Kancheepuram (including Chengalpattu)**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Office Assistant** in the Judicial Department of **Kancheepuram (including Chengalpattu)** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Kancheepuram (including Chengalpattu) District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Kancheepuram (including Chengalpattu) District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Kancheepuram, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	51	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other

receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall

produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Kancheepuram (including Chengalpattu) or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 121/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium;

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	5	0	5
2	GT(PSTM)	2	0	2
3	GT (W)	4	0	4
4	GT (BLINDNESS AND LOW VISION)*	0	1	1
5	GT (W) (DEAF AND HARD OF HEARING)	0	1	1
6	GT (PRIORITY)	3	0	3
7	BC (OTHER THAN BCM)	4	0	4
8	BC (OTHER THAN BCM) (PSTM)	1	0	1
9	BC (OTHER THAN BCM) (W)	2	0	2
10	BC (OTHER THAN BCM) (W)(PSTM)	1	0	1
11	BC (OTHER THAN BCM) (W)(DW)	1	0	1
12	BC (OTHER THAN BCM) (BLINDNESS AND LOW VISION)*	1	0	1
13	BC (OTHER THAN BCM) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)	0	1	1
14	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
15	BC (OTHER THAN BCM) (PSTM) (PRIORITY)	1	0	1

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
16	BC(M)(W)	1	0	1
17	MBC/DC	3	0	3
18	MBC/DC (PSTM)	1	0	1
19	MBC/DC (W)	3	0	3
20	MBC/DC (W)(PSTM)	1	0	1
21	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	0	1	1
22	MBC/DC (PRIORITY)	2	0	2
23	SC	3	0	3
24	SC (PSTM)	1	0	1
25	SC (W)	1	0	1
26	SC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY) (PRIORITY)	1	0	1
27	SC(A)	1	0	1
28	ST	1	0	1
29	ST (PSTM) (PRIORITY)	1	0	1
	TOTAL	**47**	**4**	**51**

NOTE: *As per G.O(MS) No.225, Home (Courts-V) Department, dated 15.06.2021, Blindness and Low vision is exempted from Judicial Department for the posts belonging to Group 'C' & 'D' Categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 148/2024 **DATED: 28.04.2024**

Name of the District: **Kancheepuram (including Chengalpattu)**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Cleanliness worker, (ii) Watchman, (iii) Nightwatchman-cum-Masalchi, and (iv) Masalchi** in the Judicial Department of Kancheepuram (including Chengalpattu) District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Kancheepuram (including Chengalpattu) District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Kancheepuram (including Chengalpattu) District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Kancheepuram, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	3	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Watchman**	8	
3.	**Nightwatchman-cum-Masalchi**	4	
4.	**Masalchi**	18	
	TOTAL	**33**	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.

3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**

(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Kancheepuram (including Chengalpattu) or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 148/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow;

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	1	0	1
2	MBC/DC (PRIORITY)	1	0	1
3	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**3**	**0**	**3**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)	1	0	1
2	GT (BLINDNESS AND LOW VISION)*	0	1	1
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM)	2	0	2
5	MBC/DC (W)	1	0	1
6	SC	1	0	1
7	ST(PRIORITY)	1	0	1
	TOTAL	**7**	**1**	**8**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN-CUM-MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)(DW)	1	0	1
2	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
3	MBC/DC (PRIORITY)	1	0	1
4	SC (PRIORITY)	1	0	1
	TOTAL	**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	GT (W)	1	0	1
3	GT (BLINDNESS AND LOW VISION)*	0	1	1
4	GT (PRIORITY)	2	0	2
5	BC (OTHER THAN BCM)	2	0	2
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
7	MBC/DC	1	1	2
8	MBC/DC (W)	1	1	2
9	MBC/DC(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	1	0	1
10	MBC/DC (PRIORITY)	0	1	1
11	SC	1	0	1
12	SC (W)(DW)	0	1	1
13	SC (PRIORITY)	1	0	1
14	SC(A)	1	0	1
	TOTAL	**13**	**5**	**18**

NOTE: *As per G.O(MS) No.225, Home (Courts-V) Department, dated 15.06.2021, Blindness and Low vision is exempted from Judicial Department for the posts belonging to Group 'C' & 'D' Categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. **82/ 2024** DATED: 28.04.2024

Name of the District: **Kancheepuram (including Chengalpattu)**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Reader (iii) Senior Bailiff, (iv) Process Server and (v) Xerox Operator** in the Judicial Department of **Kancheepuram (including Chengalpattu)** District, Tamil Nadu.

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.
- The Judicial Department in the Kancheepuram (including Chengalpattu) District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Kancheepuram (including Chengalpattu District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Kancheepuram, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision), on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	3	8	Rs.19,500 - Rs.71,900/-
2.	Reader	1	8	Rs.19,500 - Rs.71,900/-
3.	Senior Bailiff	4	8	Rs.19,500 - Rs.71,900/-
4.	Process Server	17	7	Rs.19,000- Rs.69,900/-
5.	Xerox Operator	10	3	Rs.16,600-Rs.60,800/-
Total		**35**		

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) **For Differently Abled Persons (Other than Blindness and Low vision)*:**

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) **For Ex-servicemen:-**

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) **For National Cadet Corps:-**

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers,

Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Reader	
Senior Bailiff	
Process Server	
Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**
(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination / Viva-voce will be conducted within the Judicial District of Kancheepuram (including Chengalpattu) or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the

information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 82/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium; EX-SER - Ex-Servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PSTM)	1	0	1
2	BC (OTHER THAN BCM)	1	0	1
3	SC (W)(DW)	1	0	1
	TOTAL	**3**	**0**	**3**

DISTRIBUTION OF VACANCIES FOR THE POST OF READER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	SC(A) (W) (DW) (PSTM) (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)	1	0	1
2	BC (OTHER THAN BCM) (W)	1	0	1
3	MBC/DC (PSTM)	1	0	1
4	SC	1	0	1
	TOTAL	**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF PROCESS SERVER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
2	GT (EX-SER)	1	0	1
3	GT (W)	1	0	1
4	GT(W)(PSTM)	1	0	1
5	GT(PSTM) (PRIORITY)	1	0	1
6	BC (OTHER THAN BCM)	1	0	1
7	BC (OTHER THAN BCM) (EX-SER)	1	0	1
8	BC (OTHER THAN BCM) (W)	1	0	1
9	BC(M) (W) (DW)	1	0	1
10	MBC/DC	1	0	1
11	MBC/DC (PRIORITY)	1	0	1
12	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	1	0	1
13	SC	1	0	1
14	SC (W)	1	0	1
15	SC (PRIORITY)	1	0	1
16	SC(A) (PSTM)	1	0	1
	TOTAL	**17**	**0**	**17**

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	GT (PSTM)	1	0	1
3	GT (W)(DW)	1	0	1
4	BC (OTHER THAN BCM)	1	0	1
5	BC (OTHER THAN BCM) (PSTM)	1	0	1
6	BC (OTHER THAN BCM) (W)(DW)	1	0	1
7	MBC/DC	1	0	1
8	MBC/DC (W)(DW)	1	0	1
9	SC (W)(DW)	1	0	1
10	SC (PRIORITY)	1	0	1
	TOTAL	**10**	**0**	**10**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. **107/2024** DATED: 28.04.2024

Name of the District : **Kancheepuram (including Chengalpattu)**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of **Kancheepuram (including Chengalpattu)** District, Tamil Nadu.

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.
- The Judicial Department in the Kancheepuram (including Chengalpattu) District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Kancheepuram (including Chengalpattu) District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Kancheepuram, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
2	**8**	**Rs.19,500 - Rs.71,900/-**

3. DISTRIBUTION OF VACANCIES:-

Sl. No.	Category	No. of Vacancies
1.	**GT (W)(DW)**	**1**
2.	**SC (PRIORITY)**	**1**

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[Abbreviations: GT - General Turn; SC - Scheduled Castes; W - Women; DW - Destitute Widow;]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category..

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Kancheepuram (including Chengalpattu) or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.**83/2024** DATED: **28.04.2024**

Name of the District: **KANNIYAKUMARI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Senior Bailiff and (iii) Process Server** in the Judicial Department of Kanniyakumari District, Tamil Nadu.

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.
- The Judicial Department in the Kanniyakumari District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Kanniyakumari District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Kanniyakumari, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	2	8	Rs.19,500 - Rs.71,900/-
2.	Senior Bailiff	2	8	Rs.19,500 - Rs.71,900/-
3.	Process Server	4	7	Rs.19,000- Rs.69,900/-
Total		**8**		

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Senior Bailiff	
Process Server	

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
3. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- ‘A’ and Part – ‘B’.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Kanniyakumari or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.83/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium; EX-SER - Ex-Servicemen.

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	1	0	1
2	SC(A) (W) (DW) (PSTM) (PRIORITY)	1	0	1
	TOTAL	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	BC (OTHER THAN BCM) (W)(DW)	1	0	1
	TOTAL	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF PROCESS SERVER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)	1	0	1
2	GT (EX-SER)	1	0	1
3	BC (OTHER THAN BCM) (W)	1	0	1
4	SC(A) (PSTM)	1	0	1
	TOTAL	**4**	**0**	**4**

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No.122/2024 DATED: **28.04.2024**

Name of the District: **KANNIYAKUMARI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **Office Assistant** in the Judicial Department of Kanniyakumari District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Kanniyakumari District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Kanniyakumari District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Kanniyakumari, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	7	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other

receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall

produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Kanniyakumari or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.122/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium.

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	*** GT (BLINDNESS AND LOW VISION)**	0	1	1
3	BC (OTHER THAN BCM)	1	0	1
4	BC (OTHER THAN BCM) (W)	1	0	1
5	BC (OTHER THAN BCM) (W) (PSTM)	1	0	1
6	MBC/DC (W)	1	0	1
7	SC (PRIORITY)	1	0	1
	TOTAL	**6**	**1**	**7**

Remarks: * As per G.O. (M.s) No.225, Home (Courts-V) Department, dated:15.06.2021 Blindness & Low Vision is **exempted** from Judicial Department for the Posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation **shall be alloted among other categories of differently abled persons.**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.149/2024 **DATED: 28.04.2024**

Name of the District: **KANNIYAKUMARI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Gardener, (iii) Watchman/Nightwatchman and (iv) Masalchi** in the Judicial Department of Kanniyakumari District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Kanniyakumari District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Kanniyakumari District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Kanniyakumari, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	9	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Gardener**	1	
3.	**Watchman / Nightwatchman**	23	
4.	**Masalchi**	17	
TOTAL		**50**	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987

2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**

(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Kanniyakumari or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.149/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow.

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	GT (W)(DW)	1	0	1
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM) (W)(DW)	1	0	1
5	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
6	MBC/DC (W)(DW)	1	0	1
7	MBC/DC (PRIORITY)	1	0	1
8	SC(A) (W) (DW) (PRIORITY)	1	0	1
9	SC (PRIORITY)	1	0	1
	TOTAL	**9**	**0**	**9**

DISTRIBUTION OF VACANCIES FOR THE POST OF GARDENER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHT WATCHMAN

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	3	0	3
2	GT (W)	2	0	2
3	***GT (BLINDNESS AND LOW VISION)**	1	1	2
4	GT(PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	3	0	3
6	BC (OTHER THAN BCM) (W)	2	0	2
7	BC(M) (W) (DW)	1	0	1
8	MBC/DC	1	0	1
9	MBC/DC (W)	0	1	1
10	MBC/DC (LOCOMOTOR DISABILITY(INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTAK VICTIMS AND MUSCULAR DYSTROPHY)	1	0	1
11	MBC/DC (PRIORITY)	1	1	2
12	SC	1	0	1
13	SC (W)	1	0	1
14	SC (PRIORITY)	1	0	1
15	SC(A)	1	0	1
	TOTAL	**20**	**3**	**23**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)	2	0	2
2	***GT (BLINDNESS AND LOW VISION)**	0	1	1
3	GT (PRIORITY)	2	0	2
4	BC (OTHER THAN BCM)	3	0	3
5	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
6	BC(M) (W) (DW)	1	0	1
7	MBC/DC	0	1	1
8	MBC/DC (W)	1	1	2
9	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY))	1	0	1
10	MBC/DC (PRIORITY)	0	1	1
11	SC	1	0	1
12	SC (PRIORITY)	1	0	1
	TOTAL	**13**	**4**	**17**

Remarks:

1. *As per G.O. (M.s) No.225, Home (Courts-V) Department, dated:15.06.2021 Blindness & Low Vision is **exempted** from Judicial Department for the Posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation **shall be alloted among other categories of differently abled persons.**

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No.123/2024 **DATED: 28.04.2024**

Name of the District: **KARUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Office Assistant** in the Judicial Department of **Karur** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Karur District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Karur District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Karur, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	1	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (W) **(DEAF AND HARD OF HEARING)**	0	1	1
TOTAL		**0**	**1**	**1**

NOTE:
The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:
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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.
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.
[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st

January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption

(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified*

*candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Karur or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the

candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL (i/c)
REGISTRAR JUDICIAL

HIGH COURT, MADRAS
DATED: 28.04.2024

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.150/2024 **DATED: 28.04.2024**

Name of the District: **KARUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Watchman, and (iii) Masalchi** in the Judicial Department of **Karur** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Karur District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Karur District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Karur, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	6	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Watchman**	9	
3.	**Masalchi**	8	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not

complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post

(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a. All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.
b. They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.
c. They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

d. Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.
e. Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.
f. Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.
g. All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.
h. The candidates must be free from contagious diseases.
i. The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks*

secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, ***in the ratio of 1:2*** *or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *If the number of vacancies notified for a reservation group are* ***four and below****, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test,* ***in the ratio of 1:3*** *or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Karur or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL (i/c)
REGISTRAR JUDICIAL

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No. 150 /2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow.

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (W)(DW)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
4	MBC/DC (PRIORITY)	1	0	1
5	SC (PRIORITY)	1	0	1
6	SC (A) (W) (DW) (PRIORITY)	1	0	1
TOTAL		6	0	6

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (W)	1	0	1
2	GT **(BLINDNESS AND LOW VISION)***	1	0	1
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM)	1	0	1
5	BC (OTHER THAN BCM) (W)	1	0	1
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
7	MBC/DC	0	1	1
8	MBC/DC (W)	1	0	1
9	SC	1	0	1
TOTAL		8	1	9

Note:-

* As per G.O (Ms).No.225,Home (Courts-V) Department, dated 15.06.2021, Blindness & Low Vision is exempted to Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that reservation shall be allotted among other categories of Differently abled persons.

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (W)	1	0	1
2	BC (OTHER THAN BCM) (W)	1	0	1

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

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No**. 84/ 2024** DATED: 28.04.2024

Name of the District: **Krishnagiri**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Junior Bailiff** in the Judicial Department of **Krishnagiri** District, Tamil Nadu.

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.
- The Judicial Department in the Krishnagiri District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Krishnagiri District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Krishnagiri, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Junior Bailiff	11	7	Rs.19,000- Rs.69,900/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the

"Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Junior Bailiff	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.

2. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
3. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.

4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Krishnagiri or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 84/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; PSTM - Persons Studied in Tamil Medium;

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM) (PSTM)	1	0	1
4	BC (OTHER THAN BCM) (W)	1	0	1
5	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
6	BC(M) (PRIORITY)	1	0	1
7	MBC/DC	1	0	1
8	MBC/DC (PSTM)	1	0	1
9	MBC/DC (W)	1	0	1
10	SC	1	0	1
11	SC (PSTM)	1	0	1
	TOTAL	**11**	**0**	**11**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 151/2024 **DATED: 28.04.2024**

Name of the District: **Krishnagiri**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Gardener, (iii) Watchman, (iv) Nightwatchman-cum-Masalchi and (v) Masalchi** in the Judicial Department of **Krishnagiri** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Krishnagiri District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Krishnagiri District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Krishnagiri, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	7	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Gardener**	1	
3.	**Watchman**	17	
4.	**Nightwatchman-cum-Masalchi**	2	
5.	**Masalchi**	20	
TOTAL		**47**	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.

3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

h) The candidates must be free from contagious diseases.

i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**

(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Krishnagiri or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 151/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes;
BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities;
SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars);
ST - Scheduled Tribes; W - Women; DW - Destitute Widow;

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)(DW)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
4	MBC/DC (W)(DW)	1	0	1
5	MBC/DC (PRIORITY)	1	0	1
6	SC (PRIORITY)	1	0	1
7	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**7**	**0**	**7**

DISTRIBUTION OF VACANCIES FOR THE POST OF GARDENER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
2	GT (W)	2	0	2
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM)	2	0	2
5	BC (OTHER THAN BCM) (W)	2	0	2
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
7	MBC/DC	1	0	1
8	MBC/DC (W)	1	0	1
9	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	0	1	1
10	MBC/DC (PRIORITY)	1	0	1
11	SC	1	0	1
12	SC (W)	1	0	1
13	ST (PRIORITY)	1	0	1
	TOTAL	**16**	**1**	**17**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN CUM MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	MBC/DC (PRIORITY)	1	0	1
2	SC(A) (W) (DW) (PRIORITY)	0	1	1
	TOTAL	**1**	**1**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	3	0	3
2	GT (W)	2	0	2
3	GT (BLINDNESS AND LOW VISION)*	1	0	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	3	0	3
6	BC (OTHER THAN BCM) (W)	1	0	1
7	BC(M) (W) (DW)	1	0	1
8	MBC/DC	1	0	1
9	MBC/DC (W)	1	0	1
10	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	1	0	1
11	MBC/DC (PRIORITY)	1	0	1
12	SC	1	0	1
13	SC (W)	1	0	1
14	SC (PRIORITY)	1	0	1
15	SC(A)	1	0	1
	TOTAL	**20**	**0**	**20**

NOTE: *As per G.O(MS) No.225, Home (Courts-V) Department, dated 15.06.2021, Blindness and Low vision is exempted from Judicial Department for the posts belonging to Group 'C' & 'D' Categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. **108/2024** DATED: 28.04.2024

Name of the District : **Krishnagiri**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of **Krishnagiri** District, Tamil Nadu.

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.
- The Judicial Department in the Krishnagiri District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Krishnagiri District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Krishnagiri, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision), on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1	**8**	**Rs.19,500 - Rs.71,900/-**

3. DISTRIBUTION OF VACANCIES:-

Sl. No.	Category	No. of Vacancies
1.	MBC/DC	1

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[Abbreviations: MBC/DC - Most Backward Classes/Denotified Communities;]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category..

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.

The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Krishnagiri or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. **85/2024** **DATED: 28.04.2024**

Name of the District: **MADURAI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Senior Bailiff** AND **(iii) Junior Bailiff** in the Judicial Department of **MADURAI** District, Tamil Nadu.

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.
- The Judicial Department in the Madurai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Madurai District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Madurai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	4	8	Rs.19,500 - Rs.71,900/-
2.	Senior Bailiff	1	8	Rs.19,500 - Rs.71,900/-
3.	Junior Bailiff	4	7	Rs.19,000- Rs.69,900/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than

Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Senior Bailiff	
Junior Bailiff	

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.

2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Madurai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.85/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Class; BC(M) Backward Class (Muslim); MBC/DC - Most Backward Class/Denotified Community; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

S.NO.	CATEGORY	PRESENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)(DW)	1	0	1
2	BC (OTHER THAN BCM) (W)(DW)	1	0	1
3	MBC/DC (W)(DW)	1	0	1
4	SC (PRIORITY)	1	0	1
	TOTAL	**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

S.NO.	CATEGORY	PRESENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S.NO.	CATEGORY	PRESENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
3	MBC/DC (EX-SER)	1	0	1
4	MBC/DC (W)	1	0	1
	TOTAL	**4**	**0**	**4**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 152/2024 **DATED: 28.04.2024**

Name of the District: **MADURAI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Cleanliness Worker/Scavenger, (ii) Watchman/Night Watchman, (iii) Masalchi-cum-Night Watchman** and **(iv) Masalchi** in the Judicial Department of **MADURAI** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Madurai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Madurai District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Madurai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness Worker/Scavenger**	4	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Watchman / Night Watchman**	9	
3.	**Masalchi-cum-Night Watchman**	2	
4.	**Masalchi**	9	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness Worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers,

Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

h) The candidates must be free from contagious diseases.

i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3

or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Madurai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J.SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.152/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Class; BC(M) Backward Class (Muslim); MBC/DC - Most Backward Class/Denotified Community; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER/SCAVENGER

S.NO.	CATEGORY	PRESENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	1	0	1
2	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
3	MBC/DC (PRIORITY)	1	0	1
4	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN/NIGHT WATCHMAN

S.NO.	CATEGORY	PRESENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)	1	0	1
2	**GT (BLINDNESS AND LOW VISION)***	0	1	1
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
5	MBC/DC (W)(DW)	0	2	2
6	MBC/DC (PRIORITY)	0	1	1
7	SC	1	0	1
8	SC (PRIORITY)	0	1	1
	TOTAL	**4**	**5**	**9**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI-CUM-NIGHTWATCHMAN

S.NO.	CATEGORY	PRESENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)(DW)	1	0	1
2	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.NO.	CATEGORY	PRESENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	**GT (BLINDNESS AND LOW VISION)***	1	0	1
3	GT (PRIORITY)	1	0	1
4	MBC/DC	0	1	1
5	MBC/DC (W)	0	1	1
6	MBC/DC (W) (DW)	0	1	1

7	MBC/DC (PRIORITY)	1	1	2
8	SC (W)	1	0	1
	TOTAL	**5**	**4**	**9**

NOTE:

*As per G.O.(Ms)No.225, Home (Courts-V)Department, dated 15.06.2021 **Blindness & Low Vision** is exempted to Judicial Department for the posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. **109/2024** **DATED: 28.04.2024**

Name of the District : **MADURAI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of **MADURAI** District, Tamil Nadu.

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.
- The Judicial Department in the Madurai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Madurai District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Madurai, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1	8	Rs.19,500 - Rs.71,900/-

3. DISTRIBUTION OF VACANCIES:-

Sl. No.	Category	No. of Vacancies
1	MBC/DC (W) (DW)	1
	TOTAL	1

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[Abbreviations: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium)]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the

"Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category..

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***

2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
[For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]**

	*Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Madurai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J.SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION Nos. 124/2024 **DATED: 28.04.2024**

Name of the District: **MADURAI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Copyist Attender** AND **(ii) Office Assistant** in the Judicial Department of **MADURAI** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Madurai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Madurai District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Madurai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Copyist Attender	1	Level – 1 Rs.15,700/- – Rs. 58,100/-
Office Assistant	39	

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "**Destitute Widow**" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than

Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Copyist Attender	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.
Office Assistant		

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.

(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Madurai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J.SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.124/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Class; BC(M) Backward Class (Muslim); MBC/DC - Most Backward Class/Denotified Community; SC - Scheduled Castes; SC(A) - Scheduled Caste (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF COPYIST ATTENDER

S.NO.	CATEGORY	PRESENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S.NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
2	GT(PSTM)	2	0	2
3	GT (W)	3	0	3
4	GT (W)(DW)	1	0	1
5	GT (W) (DEAF AND HARD OF HEARING)	0	1	1
6	**GT (BLINDNESS AND LOW VISION)***	0	1	1
7	GT (PRIORITY)	2	0	2
8	BC (OTHER THAN BCM)	2	0	2
9	BC (OTHER THAN BCM) (EX-SER)	1	0	1
10	BC (OTHER THAN BCM) (PSTM)	2	0	2
11	BC (OTHER THAN BCM) (W)	1	0	1
12	BC (OTHER THAN BCM) (W)(PSTM)	2	0	2
13	BC (OTHER THAN BCM) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)	0	1	1
14	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
15	MBC/DC	2	0	2
16	MBC/DC (EX-SER)	1	0	1
17	MBC/DC (W)	1	0	1

18	MBC/DC (W)(PSTM)	1	0	1
19	MBC/DC (PRIORITY)	1	1	2
20	SC(A) (W)(PSTM)	1	0	1
21	SC	2	0	2
22	SC (EX-SER)	1	0	1
23	SC (W)	2	0	2
24	SC (PRIORITY)	1	0	1
25	ST (PSTM) (PRIORITY)	1	1	2
	TOTAL	**34**	**5**	**39**

NOTE:

*As per G.O.(Ms)No.225, Home (Courts-V)Department, dated 15.06.2021 **Blindness & Low Vision** is exempted to Judicial Department for the posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. **86 / 2024** DATED: 28.04.2024

Name of the District: Nagapattinam and Mayiladuthurai

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Junior Bailiff, (ii) Xerox Operator** in the Judicial Department of Nagapattinam and Mayiladuthurai District, Tamil Nadu.

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.
- The Judicial Department in the Nagapattinam and Mayiladuthurai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Nagapattinam and Mayiladuthurai District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the District Judge, Nagapattinam and Mayiladuthurai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Junior Bailiff/ Process Server	13	7	Rs.19,000- Rs.69,900/-
2.	Xerox Operator	9	3	Rs.16,600-Rs.60,800/-
Total		**22**		

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub

Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the

authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Junior Bailiff / Process Server	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.

Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.

The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Nagapattinam and Mayiladuthurai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 86 /2024

Abbreviations used in the Annexure: 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); ST - Scheduled Tribe; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium); EX-SER - Ex-servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (PSTM)	1	0	1
3	GT (PRIORITY)	1	0	1
4	GT (W)(DW)	1	0	1
5	BC (OTHER THAN BCM)	1	0	1
6	BC (OTHER THAN BCM) (W)(DW)	1	0	1
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	MBC/DC	1	0	1
9	MBC/DC (W)(DW)	1	0	1
10	MBC/DC (PRIORITY)	1	0	1
11	SC (W)(DW)	1	0	1
12	SC (PRIORITY)	1	0	1
13	SC(A) (W) (DW) (PSTM) (PRIORITY)	1	0	1
TOTAL		**13**	**0**	**13**

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM)	1	0	1
4	BC (OTHER THAN BCM) (W)	1	0	1
5	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
6	MBC/DC (PSTM)	1	0	1
7	MBC/DC (W)	1	0	1
8	SC	1	0	1
9	SC (PSTM)	1	0	1
TOTAL		**9**	**0**	**9**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 153 /2024 **DATED: 28.04.2024**

Name of the District: Nagapattinam and Mayiladuthurai

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Gardener, (iii) Watchman/Nightwatchman, (iv) Nightwatchman-cum-Masalchi, (v) Masalchi/ Full time Masalchi** in the Judicial Department of Nagapattinam and Mayiladuthurai Districts, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Nagapattinam and Mayiladuthurai Districts and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Nagapattinam and Mayiladuthurai Districts 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the District Judge, Nagapattinam and Mayiladuthurai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has

	received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	8	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Gardener**	1	
3.	**Watchman / Nightwatchman**	17	
4.	**Nightwatchman-cum-Masalchi**	4	
5.	**Masalchi/ Full time Masalchi**	13	
TOTAL		**43**	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.

3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Nagapattinam and Mayiladuthurai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 153 /2024

Abbreviations used in the Annexure: 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); ST - Scheduled Tribe; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium); EX-SER - Ex-servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W) (DW)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM) (W)(DW)	1	0	1
4	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
5	MBC/DC (PRIORITY)	1	0	1
6	MBC/DC (W) (DW)	1	0	1
7	SC (P)	1	0	1
8	SC(A) (W) (DW) (PRIORITY)	1	0	1
TOTAL		**8**	**0**	**8**

DISTRIBUTION OF VACANCIES FOR THE POST OF GARDNER

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	SC(A) (W) (DW) (PRIORITY)	1	0	1
TOTAL		**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN /NIGHT WATCHMAN

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (W)	2	0	2
3	GT (PRIORITY)	1	0	1
4	GT (BLINDNESS AND LOW VISION)*	1	0	1
5	BC (OTHER THAN BCM)	2	0	2
6	BC (OTHER THAN BCM) (W)	2	0	2
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	BC(M) (PRIORITY)	1	0	1
9	MBC/DC	1	0	1
10	MBC/DC (W)	1	0	1
11	MBC/DC (PRIORITY)	1	0	1
12	SC	2	0	2
13	SC (W)	1	0	1
TOTAL		**17**	**0**	**17**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN CUM MASALCHI

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
2	MBC/DC (W)(DW)	1	0	1
3	SC (PRIORITY)	1	0	1
4	SC(A) (W) (DW) (PRIORITY)	1	0	1
TOTAL		**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI/ FULL TIME MASALCHI

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (W)	1	0	1
3	GT (PRIORITY)	2	0	2
4	GT (BLINDNESS AND LOW VISION)*	1	0	1
5	BC (OTHER THAN BCM)	1	0	1
6	BC (OTHER THAN BCM) (W)	1	0	1
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	MBC/DC (W)	1	0	1
9	MBC/DC (PRIORITY)	1	0	1
10	SC	1	0	1
11	SC (W)	1	0	1
12	SC(A) (W) (DW) (PRIORITY)	1	0	1
TOTAL		**13**	**0**	**13**

NOTE: * As per G.O.(Ms) No.225, Home (Courts-V) Department, dated 15.06.2021, Blindness and Low vision is exempted from Judicial Department for the posts belonging to Group 'C' & 'D' Categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. **110 / 2024** DATED: 28.04.2024

Name of the District : Nagapattinam and Mayiladuthurai

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of Nagapattinam and Mayiladuthurai District, Tamil Nadu.

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.
- The Judicial Department in the Nagapattinam and Mayiladuthurai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Nagapattinam and Mayiladuthurai District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the District Judge, Nagapattinam, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
2	**8**	**Rs.19,500 - Rs.71,900/-**

3. DISTRIBUTION OF VACANCIES:-

Sl. No.	Category	No. of Vacancies
1	GT (W)(DW)	1
2	BC (OTHER THAN BCM) (PRIORITY)	1

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[Abbreviations: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium)]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category..

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**

FOR PHYSICALLY CHALLENGED CANDIDATES: Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English				
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Nagapattinam and Mayiladuthurai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates.

Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION Nos. 125 /2024 **DATED: 28.04.2024**

Name of the District: Nagapattinam and Mayiladuthurai

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Copyist Attender AND (ii) Office Assistant** in the Judicial Department of Nagapattinam and Mayiladuthurai District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Nagapattinam and Mayiladuthurai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Nagapattinam and Mayiladuthurai District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the District Judge, Nagapattinam and Mayiladuthurai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Copyist Attender	2	Level – 1 Rs.15,700/- – Rs. 58,100/-
Office Assistant	51	

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other

receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall

produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Copyist Attender	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.
Office Assistant		

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Nagapattinam and Mayiladuthurai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 125 /2024

Abbreviations used in the Annexure: 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); ST - Scheduled Tribe; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium); EX-SER - Ex-servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF COPYIST ATTENDER

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
2	SC(A) (W) (DW) (PSTM) (PRIORITY)	1	0	1
TOTAL		**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	6	0	6
2	GT(PSTM)	1	0	1
3	GT (W)	2	0	2
4	GT (PRIORITY)	2	0	2
5	GT (W) (DEAF AND HARD OF HEARING)	2	0	2
6	GT(W)(PSTM)	1	0	1
7	GT(PSTM) (PRIORITY)	1	0	1
8	BC (OTHER THAN BCM)	5	0	5
9	BC (OTHER THAN BCM) (PSTM)	2	0	2
10	BC (OTHER THAN BCM) (W)	5	0	5

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
11	BC (OTHER THAN BCM) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)	1	0	1
12	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
13	BC(M)	1	0	1
14	MBC/DC	4	0	4
15	MBC/DC (PSTM)	2	0	2
16	MBC/DC (W)	3	0	3
17	MBC/DC (W)(PSTM)	1	0	1
18	MBC/DC (PRIORITY)	1	0	1
19	SC	3	0	3
20	SC (W)	1	0	1
21	SC (PSTM)	1	0	1
22	SC (PRIORITY)	2	0	2
23	SC (W)(PSTM)	1	0	1
24	SC(A)	1	0	1
TOTAL		**51**	**0**	**51**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.**87/ 2024** DATED: 28.04.2024

Name of the District: **NAMAKKAL**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Senior Bailiff, (ii) Junior Bailiff AND (iii) Xerox Operator** in the Judicial Department of Namakkal District, Tamil Nadu.

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.
- The Judicial Department in the Namakkal District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Namakkal District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Namakkal, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Senior Bailiff	2	8	Rs.19,500 - Rs.71,900/-
2.	Junior Bailiff	5	7	Rs.19,000- Rs.69,900/-
3.	Xerox Operator	2	3	Rs.16,600-Rs.60,800/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than

Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Senior Bailiff	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Junior Bailiff	

Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- ‘A’ and Part – ‘B’.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Namakkal or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates'

available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c)
REGISTRAR JUDICIAL

ANNEXURE TO NOTIFICATION No.87/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; W - Women; DW - Destitute Widow.

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	BC (OTHER THAN BCM) (W)(DW)	1	0	1
2	MBC/DC (W)(DW)	1	0	1
TOTAL		2	0	2

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	GT	1	0	1
2	GT (W)	1	0	1
3	GT **(BLINDNESS AND LOW VISION)***	1	0	1
4	MBC/DC (PRIORITY)	1	0	1
5	SC (W)	1	0	1
TOTAL		5	0	5

Note:-

* As per G.O (Ms).No.225,Home (Courts-V) Department, dated 15.06.2021, Blindness & Low Vision is exempted to Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that reservation shall be allotted among other categories of Differently abled persons.

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	GT (W)	1	0	1
2	BC (OTHER THAN BCM) (W)	1	0	1
TOTAL		2	0	2

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No.126 /2024 **DATED: 28.04.2024**

Name of the District: **NAMAKKAL**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Office Assistant** in the Judicial Department of **NAMAKKAL** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Namakkal District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Namakkal District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Namakkal, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	3	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not

be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the

'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Namakkal or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL (i/c)
REGISTRAR JUDICIAL

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.126/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; W - Women; DW - Destitute Widow.

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (W)(DW)	1	0	1
2	BC (OTHER THAN BCM)	1	0	1
3	BC (OTHER THAN BCM) **(AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)**	0	1	1
TOTAL		2	1	3

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.154/2024 **DATED: 28.04.2024**

Name of the District: **NAMAKKAL**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Watchman/Nightwatchman, (iii) Watchman-cum-Masalchi and (iv) Masalchi** in the Judicial Department of **Namakkal** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Namakkal District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Namakkal District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Namakkal, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	3	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Watchman / Nightwatchman**	9	
3.	**Watchman-cum-Masalchi**	1	
4.	**Masalchi**	16	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or

Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a. All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

b. They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.
c. They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.
d. Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.
e. Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.
f. Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.
g. All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.
h. The candidates must be free from contagious diseases.
i. The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Namakkal or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL (i/c)
REGISTRAR JUDICIAL

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.154/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow.

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
2	MBC/DC (PRIORITY)	1	0	1
3	SC(A) (W) (DW) (PRIORITY)	1	0	1
TOTAL		3	0	3

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHTWATCHMAN

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	2	0	2
2	GT (W)	1	0	1
3	GT **(BLINDNESS AND LOW VISION)***	0	1	1
4	BC (OTHER THAN BCM) (W)	1	0	1
5	MBC/DC	1	0	1
6	MBC/DC (PRIORITY)	1	0	1
7	SC (W)(DW)	1	0	1
8	SC(A)	1	0	1
TOTAL		8	1	9

Note:-

* As per G.O (Ms).No.225,Home (Courts-V) Department, dated 15.06.2021, Blindness & Low Vision is exempted to Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that reservation shall be allotted among other categories of Differently abled persons.

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN CUM MASALCHI

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	SC(A) (W) (DW) (PRIORITY)	1	0	1
TOTAL		1	0	1

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	3	0	3
2	GT(W)	1	0	1
3	BC (OTHER THAN BCM)	2	0	2
4	BC (OTHER THAN BCM) (W)	1	0	1
5	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
6	BC(M) (W) (DW)	1	0	1
7	MBC/DC	1	0	1
8	MBC/DC (W)	1	0	1
9	MBC/DC (W)(DW)	0	1	1
10	MBC/DC **(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)**	1	0	1
11	SC	1	0	1
12	SC (PRIORITY)	1	1	2
TOTAL		14	2	16

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.**88 / 2024** DATED: 28.04.2024

Name of the District: **PERAMBALUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Senior Bailiff, (ii) Junior Bailiff (iii) Xerox Operator** in the Judicial Department of **PERAMBALUR** District, Tamil Nadu.

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.
- The Judicial Department in the Perambalur District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Perambalur District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge,Perambalur, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Senior Bailiff	02	8	Rs.19,500 - Rs.71,900/-
2.	Junior Bailiff	04	7	Rs.19,000- Rs.69,900/-
3.	Xerox Operator	01	3	Rs.16,600-Rs.60,800/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts

and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been

released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Senior Bailiff	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Junior Bailiff	
Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Perambalur or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the

information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED:28.04.2024

PERAMBALAUR DISTRICT

ANNEXURE TO NOTIFICATION NO. 88 / 2024

Abbreviations used in the Annexure: (GT- General Turn; BC - Backward Classes; SC - Scheduled castes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium)

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	BC (OTHER THAN BCM)	1	0	1
	TOTAL	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (PSTM)	1	0	1
3	BC (OTHER THAN BCM)	1	0	1
4	SC (W)(DW)	1	0	1
	TOTAL	**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	SC (W)(DW)	1	0	1
	TOTAL	**1**	**0**	**1**

DRAFT NOTIFICATION

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION Nos.127/2024 **DATED: 28.04.2024**

Name of the District: **PUDUKKOTTAI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Office Assistant** in the Judicial Department of **PUDUKKOTTAI** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Pudukkottai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Pudukkottai District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Pudukkottai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	6	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the post are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not

be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the

'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Pudukkottai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.127/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; W - Women; DW - Destitute Widow;

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT(W)(DW)	1	0	1
2	GT(W)(DEAF AND HARD OF HEARING)	0	1	1
3	BC (OTHER THAN BCM)	1	0	1
4	MBC/DC	1	0	1
5	MBC/DC (PRIORITY)	0	1	1
6	SC	1	0	1
	TOTAL	**4**	**2**	**6**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.89/2024 **DATED: 28.04.2024**

Name of the District: PUDUKKOTTAI

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Senior Bailiff, (iii) Process Server AND (vi) Xerox Operator** in the Judicial Department of **PUDDUKKOTTAI** District, Tamil Nadu.

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.
- The Judicial Department in the Pudukkottai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Pudukkottai District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Pudukkottai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	5	8	Rs.19,500 - Rs.71,900/-
2.	Senior Bailiff	6	8	Rs.19,500 - Rs.71,900/-
3.	Process Server	14	7	Rs.19,000- Rs.69,900/-
4.	Xerox Operator	2	3	Rs.16,600-Rs.60,800/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do

not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Senior Bailiff	
Process Server	
Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post

(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Pudukkottai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.89/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium; EX-SER - Ex-Servicemen.

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PSTM)	1	0	1
2	BC (OTHER THAN BCM) (PSTM)	1	0	1
3	BC(M) (PRIORITY)	1	0	1
4	MBC/DC	1	0	1
5	SC(W)(DW)	1	0	1
	TOTAL	**5**	**0**	**5**

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM)	1	0	1
4	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
5	MBC/DC (W)	1	0	1
6	SC (PSTM)	1	0	1
	TOTAL	**6**	**0**	**6**

DISTRIBUTION OF VACANCIES FOR THE POST OF PROCESS SERVER

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	GT (EX-SER)	1	0	1
3	GT (W)	1	0	1
4	GT(W)(PSTM)	1	0	1
5	GT(PSTM) (PRIORITY)	1	0	1
6	BC (OTHER THAN BCM)	1	0	1
7	BC (OTHER THAN BCM) (EX-SER)	1	0	1
8	BC (OTHER THAN BCM) (W)	1	0	1

9	BC(M) (W) (DW)	1	0	1
10	MBC/DC	1	0	1
11	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	1	0	1
12	SC	1	0	1
13	SC (PRIORITY)	1	0	1
14	SC(A) (PSTM)	1	0	1
	TOTAL	**14**	**0**	**14**

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	MBC/DC (PSTM)	1	0	1
2	SC	1	0	1
	TOTAL	**2**	**0**	**2**

NOTE:*As per G.O.(M.s)No.225, Home (Courts-V) Department, dated:15.06.2021 Blindness & Low vision is **exempted** from Judicial Department for the Posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation **shall be allotted among other categories of differently abled persons.**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.155/2024 **DATED: 28.04.2024**

Name of the District: **PUDUKKOTTAI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker/Scavenger, (ii) Watchman/Nightwatchman, (iii) Nightwatchman-cum-Masalchi, and (iv) Masalchi** in the Judicial Department of **PUDUKKOTTAI** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Pudukkottai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Pudukkottai District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Pudukkottai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker/Scavenger**	5	Level – 1 Rs. 15,700/- Rs. 58,100/-
2.	**Watchman / Nightwatchman**	18	
3.	**Nightwatchman-cum-Masalchi**	7	
4.	**Masalchi**	11	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or

Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Pudukkottai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.155/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow;

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER/SCAVENGER

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)(DW)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
4	MBC/DC (PRIORITY)	1	0	1
5	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**5**	**0**	**5**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHT WATCHMAN

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	GT (W)	2	0	2
3	BC (OTHER THAN BCM)	2	0	2
4	BC (OTHER THAN BCM) (W)	2	0	2
5	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
6	BC(M) (PRIORITY)	2	0	2
7	MBC/DC	3	0	3
8	MBC/DC (W)(DW)	0	1	1
9	MBC/DC (PRIORITY)	0	1	1
10	SC	2	0	2
11	SC (W)(DW)	1	0	1
	TOTAL	**16**	**2**	**18**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN-CUM-MASALCHI

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (W)(DW)	1	0	1
2	BC (OTHER THAN BCM) (W)(DW)	1	0	1
3	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
4	MBC/DC (W)(DW)	1	0	1
5	MBC/DC (PRIORITY)	0	1	1
6	SC (PRIORITY)	1	0	1
7	SC(A) (W) (DW) (PRIORITY)	0	1	1
	TOTAL	**5**	**2**	**7**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	GT (W)	1	0	1
3	***GT (BLINDNESS AND LOW VISION)**	1	0	1
4	BC (OTHER THAN BCM)	1	0	1
5	MBC/DC	0	1	1
6	MBC/DC (W)	0	1	1
7	MBC/DC(PRIORITY)	1	0	1
8	SC	0	2	2
9	SC (W)	1	0	1
10	SC (PRIORITY)	0	1	1
	TOTAL	**6**	**5**	**11**

NOTE: *As per G.O.(M.s)No.225, Home (Courts-V) Department, dated:15.06.2021 Blindness & Low vision is **exempted** from Judicial Department for the Posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation **shall be allotted among other categories of differently abled persons.**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.**90/ 2024** DATED: 28.04.2024

Name of the District: **RAMANATHAPURAM**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts (**i) Senior Bailiff and (ii) Junior Bailiff** in the Judicial Department of **Ramanathapuram** District, Tamil Nadu.

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.
- The Judicial Department in the Ramanathapuram District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Ramanathapuram District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Ramanathapuram, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Senior Bailiff	1	8	Rs.19,500 - Rs.71,900/-
2.	Junior Bailiff	5	7	Rs.19,000- Rs.69,900/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts

and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been

released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Senior Bailiff	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Junior Bailiff	

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
3. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**
(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Ramanathapuram or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL (i/c)
REGISTRAR JUDICIAL

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.90/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium.

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	BC (OTHER THAN BCM)	1	0	1
TOTAL		1	0	1

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	GT (PSTM)	1	0	1
2	BC (OTHER THAN BCM)	1	0	1
3	BC (OTHER THAN BCM) (PSTM)	1	0	1
4	MBC/DC	1	0	1
5	SC (W)(DW)	1	0	1
TOTAL		5	0	5

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.156/2024 **DATED: 28.04.2024**

Name of the District: **RAMANATHAPURAM**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker and (ii) Masalchi** in the Judicial Department of Ramanathapuram District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Ramanathapuram District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Ramanathapuram District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Ramanathapuram, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	3	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Masalchi**	5	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the

form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post

(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a. All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.
b. They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.
c. They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

d. Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.
e. Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.
f. Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.
g. All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.
h. The candidates must be free from contagious diseases.
i. The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks*

secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, ***in the ratio of 1:2*** *or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *If the number of vacancies notified for a reservation group are* ***four and below****, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test,* ***in the ratio of 1:3*** *or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Ramanathapuram or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL (i/c)
REGISTRAR JUDICIAL

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.156/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow.

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	GT (PRIORITY)	1	0	1
2	MBC/DC (PRIORITY)	1	0	1
3	SC(A) (W) (DW) (PRIORITY)	1	0	1
TOTAL		3	0	3

DISTRIBUTION OF VACANCIESFOR THE POST OF MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	MBC/DC	0	2	2
2	MBC/DC (W)	1	0	1
3	SC	1	0	1
4	SC (PRIORITY)	0	1	1
TOTAL		2	3	5

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No.128/2024 **DATED: 28.04.2024**

Name of the District: **RAMANATHAPURAM**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Copyist Attender AND (ii) Office Assistant** in the Judicial Department of **Ramanathapuram** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Ramanathapuram District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Ramanathapuram District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Ramanathapuram, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Copyist Attender	1	Level – 1 Rs.15,700/- – Rs. 58,100/-
Office Assistant	14	

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose

total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can

apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Copyist Attender	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.
Office Assistant		

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Ramanathapuram or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL (i/c)
REGISTRAR JUDICIAL

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.128/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; PSTM - Persons Studied in Tamil Medium.

DISTRIBUTION OF VACANCIES FOR THE POST OF COPYIST ATTENDER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	MBC/DC (PRIORITY)	1	0	1
TOTAL		1	0	1

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	GT	2	0	2
2	GT(W)(PSTM)	1	0	1
3	GT (W) **(DEAF AND HARD OF HEARING)**	0	1	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	1	0	1
6	BC (OTHER THAN BCM) **(AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)**	1	0	1
7	BC(M)(PSTM)	1	0	1
8	MBC/DC (PSTM)	1	0	1
9	MBC/DC(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	0	1	1
10	MBC/DC (PRIORITY)	2	0	2
11	SC (W)	1	0	1
12	SC(A) (W)(PSTM)	1	0	1
TOTAL		12	2	14

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No. 129/2024 **DATED: 28.04.2024**

Name of the District: **SALEM**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Office Assistant** in the Judicial Department of **SALEM** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Salem District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Salem District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Salem, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	11	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the

"Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.

(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Salem or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.129/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; W - Women; DW - Destitute Widows; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	1	0	1
2	GT (W)	1	0	1
3	GT (PRIORITY)	1	0	1
4	GT(PSTM) (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	1	0	1
6	BC (OTHER THAN BCM) **(BLINDNESS AND LOW VISION)***	0	1	1
7	BC (OTHER THAN BCM) (W) **(AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES)**	1	0	1
8	BC (OTHER THAN BCM) (PSTM) (PRIORITY)	1	0	1
9	MBC/DC	1	0	1
10	MBC/DC (W)	1	0	1
11	MBC/DC **(DEAF AND HARD OF HEARING)**	0	1	1
	Total	**9**	**2**	**11**

Note: As per G.O.(Ms) No.225, Home (Courts-V) Department, dated 15.06.2021, Blind & Low Vision is **exempted** from Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that the reservation **shall be alloted among other categories of Differently abled persons.**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 91/2024 **DATED: 28.04.2024**

Name of the District: **SALEM**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Reader, (iii) Senior Bailiff AND (iv) Junior Bailiff** in the Judicial Department of **SALEM** District, Tamil Nadu.

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.
- The Judicial Department in the Salem District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Salem District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Salem, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision), on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	4	8	Rs.19,500 - Rs.71,900/-
2.	Reader	1	8	Rs.19,500 - Rs.71,900/-
3.	Senior Bailiff	8	8	Rs.19,500 - Rs.71,900/-
4.	Junior Bailiff	14	7	Rs.19,000- Rs.69,900/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total

monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Reader	
Senior Bailiff	
Junior Bailiff	

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
3. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Salem or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.91/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); W - Women; DW - Destitute Widows; PSTM - Persons Studied in Tamil Medium; EX-SER - Ex-Servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	BC (OTHER THAN BCM) (PSTM)	1	0	1
2	BC(M) (PRIORITY)	1	0	1
3	MBC/DC (PSTM)	1	0	1
4	SC	1	0	1
	Total	**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF READER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	SC (PRIORITY)	1	0	1
	Total	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (W) **(DEAF AND HARD OF HEARING)**	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM)	1	0	1
4	BC (OTHER THAN BCM) (PSTM)	1	0	1
5	BC (OTHER THAN BCM) (W)	1	0	1
6	MBC/DC	1	0	1
7	MBC/DC (W)	1	0	1
8	SC (PRIORITY)	1	0	1
	Total	**8**	**0**	**8**

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	1	0	1
2	GT (W)	1	0	1
3	GT (W) **(DEAF AND HARD OF HEARING)**	1	0	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	2	0	2
6	BC (OTHER THAN BCM) (W)	1	0	1
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	MBC/DC	1	0	1
9	MBC/DC (PSTM)	1	0	1
10	MBC/DC (W)	1	0	1
11	SC (EX-SER)	1	0	1
12	SC (PRIORITY)	1	0	1
13	SC(A)	1	0	1
	Total	**14**	**0**	**14**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.157/2024 **DATED: 28.04.2024**

Name of the District: **SALEM**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Gardener, (iii) Watchman/Nightwatchman, (iv) Nightwatchman-cum-Masalchi, (v) Watchman-cum-Masalchi AND (vi) Masalchi** in the Judicial Department of **SALEM** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Salem District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Salem District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Salem, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	Cleanliness worker	14	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	Gardener	1	
3.	Watchman / Nightwatchman	44	
4.	Nightwatchman-cum-Masalchi	4	
5.	Watchman-cum-Masalchi	2	
6.	Masalchi	17	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the

form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the*

*respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Salem or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.157/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widows;

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	2	0	2
2	GT (W) (DW)	1	0	1
3	GT **(PRIORITY)**	1	0	1
4	BC (OTHER THAN BCM)	2	0	2
5	BC (OTHER THAN BCM) (W)(DW)	1	0	1
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
7	MBC/DC	1	0	1
8	MBC/DC (W)(DW)	1	0	1
9	MBC/DC (PRIORITY)	1	0	1
10	SC (W) (DW)	1	0	1
11	SC (PRIORITY)	1	0	1
12	SC(A) (W) (DW) (PRIORITY)	1	0	1
	Total	**14**	**0**	**14**

DISTRIBUTION OF VACANCIES FOR THE POST OF GARDENER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (W)(DW)	1	0	1
	Total	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHTWATCHMAN

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	6	0	6
2	GT (W)	4	0	4

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
3	GT **(BLINDNESS AND LOW VISION)***	0	1	1
4	GT (W) **(DEAF AND HARD OF HEARING)**	1	0	1
5	GT (PRIORITY)	3	0	3
6	BC (OTHER THAN BCM)	6	0	6
7	BC (OTHER THAN BCM) (W)	4	0	4
8	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
9	BC(M) (W) (DW)	1	0	1
10	MBC/DC	4	0	4
11	MBC/DC (W)	2	0	2
12	MBC/DC **(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)**	1	0	1
13	MBC/DC (PRIORITY)	1	0	1
14	SC	3	0	3
15	SC (W)	1	0	1
16	SC (PRIORITY)	1	0	1
17	SC(A)	2	0	2
18	ST (PRIORITY)	1	0	1
	Total	**43**	**1**	**44**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHTWATCHMAN-CUM-MASALCHI

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (W)(DW)	1	0	1
2	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
3	MBC/DC (PRIORITY)	0	1	1
4	SC(A) (W) (DW) (PRIORITY)	0	1	1
	Total	**2**	**2**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN-CUM-MASALCHI

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	MBC/DC (PRIORITY)	1	0	1
2	SC(A) (W) (DW) (PRIORITY)	1	0	1
	Total	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	2	0	2
2	GT (W)	2	0	2
3	GT **(BLINDNESS AND LOW VISION)***	0	1	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	2	0	2
6	BC (OTHER THAN BCM) (W)	1	0	1
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	BC(M) (W) (DW)	1	0	1
9	MBC/DC	2	0	2
10	MBC/DC (W)	1	0	1
11	MBC/DC **(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)**	1	0	1
12	SC	1	0	1
13	SC (PRIORITY)	1	0	1
	Total	**16**	**1**	**17**

Note: As per G.O.(Ms) No.225, Home (Courts-V) Department, dated 15.06.2021, Blind & Low Vision is **exempted** from Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that the reservation **shall be alloted among other categories of Differently abled persons.**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.92/2024 **DATED: 28.04.2024**

Name of the District:SIVAGANGAI

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Senior Bailiff, AND (ii) Junior Bailiff** in the Judicial Department of **SIVAGANGAI** District, Tamil Nadu.

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.
- The Judicial Department in the Sivagangai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Sivagangai District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge,Sivagangai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Senior Bailiff	4	8	Rs.19,500 - Rs.71,900/-
2.	Junior Bailiff	9	7	Rs.19,000- Rs.69,900/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the

"Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Senior Bailiff	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Junior Bailiff	

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.

2. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
3. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.

4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Sivagangai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.92/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium; EX-SER - Ex-Servicemen.

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	GT (PSTM)	1	0	1
3	BC (OTHER THAN BCM)	1	0	1
4	SC (W)(DW)	1	0	1
	TOTAL	**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	GT (EX-SER)	1	0	1
3	GT (W)	1	0	1
4	BC (OTHER THAN BCM)	1	0	1
5	BC (OTHER THAN BCM) (W)	1	0	1
6	MBC/DC	1	0	1
7	MBC/DC (PRIORITY)	1	0	1
8	SC (W)	1	0	1
9	SC(A) (PSTM)	1	0	1
	TOTAL	**9**	**0**	**9**

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No.130/2024 **DATED: 28.04.2024**

Name of the District: SIVAGANGAI

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Office Assistant** in the Judicial Department of **SIVAGANGAI** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Sivagangai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department Sivagangai District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Sivagangai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	26	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the post are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other

receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall

produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Sivagangai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL (i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.130/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; PSTM - Persons Studied in Tamil Medium;

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	4	0	4
2	GT(PSTM)	1	0	1
3	GT (W)	2	0	2
4	***GT (BLINDNESS AND LOW VISION)**	0	2	2
5	GT(PSTM) (PRIORITY)	1	0	1
6	BC (OTHER THAN BCM)	2	0	2
7	BC (OTHER THAN BCM) (W)	2	0	2
8	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
9	MBC/DC	1	0	1
10	MBC/DC (PSTM)	1	0	1
11	MBC/DC (W)(PSTM)	1	0	1
12	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	0	1	1
13	MBC/DC (PRIORITY)	1	0	1
14	SC	2	0	2
15	SC (W)	1	0	1
16	SC(A)	1	0	1
17	SC(A) (PSTM)	1	0	1
18	ST (PSTM) (PRIORITY)	0	1	1
	TOTAL	**22**	**4**	**26**

Note:*As per G.O.(M.s)No.225, Home (Courts-V) Department, dated:15.06.2021 Blindness & Low vision is **exempted** from Judicial Department for the Posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation **shall be allotted among other categories of differently abled persons**.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.158/2024 **DATED: 28.04.2024**

Name of the District: **SIVAGANGAI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness Worker, (ii) Watchman/Night Watchman, (iii) Masalchi-cum-Night Watchman, (iv) Watchman-cum-Masalchi, and (v) Masalchi** in the Judicial Department of **SIVAGANGAI** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Sivagangai District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Sivagangai District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Sivagangai, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	13	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Watchman / Nightwatchman**	16	
3.	**Masalchi-cum-Nightwatchman**	2	
4.	**Watchman-cum-Masalchi**	1	
5.	**Masalchi**	20	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or

Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and

exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Sivagangai or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J.SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.158/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow;

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
2	GT (W)(DW)	1	0	1
3	GT (PRIORITY)	1	0	1
4	BC(OTHER THAN BCM)	1	0	1
5	BC(OTHER THAN BCM) (W)(DW)	1	0	1
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
7	MBC/DC	1	0	1
8	MBC/DC (W)(DW)	1	0	1
9	MBC/DC (PRIORITY)	1	0	1
10	SC (W)(DW)	1	0	1
11	SC(PRIORITY)	1	0	1
12	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**13**	**0**	**13**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHT WATCHMAN

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	3	0	3
2	GT (W)	1	0	1
3	***GT (BLINDNESS AND LOW VISION)**	1	0	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	2	0	2
6	BC (OTHER THAN BCM) (W)	1	0	1
7	BC (OTHER THAN BCM) (W)(DW)	1	0	1
8	BC (OTHER THAN BCM) (PRIORITY)	1	0	1

9	MBC/DC (W)	1	0	1
10	MBC/DC (W)(DW)	1	0	1
11	SC	1	0	1
12	SC (W)	1	0	1
13	SC (W)(DW)	1	0	1
	TOTAL	**16**	**0**	**16**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI-CUM-NIGHT WATCHMAN

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	2	0	2
	TOTAL	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN-CUM-MASALCHI -

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
2	GT(W)	2	0	2
3	***GT (BLINDNESS AND LOW VISION)**	0	1	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	1	0	1
6	BC (OTHER THAN BCM) (W)	1	0	1
7	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
8	BC(M) (W) (DW)	1	0	1
9	MBC/DC	1	0	1
10	MBC/DC (W)	1	1	2
11	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	1	0	1

12	MBC/DC (PRIORITY)	0	1	1
13	SC	3	0	3
14	SC (PRIORITY)	1	0	1
	TOTAL	**17**	**3**	**20**

Note: *As per G.O.(M.s)No.225, Home (Courts-V) Department, dated:15.06.2021 Blindness & Low vision is **exempted** from Judicial Department for the Posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation **shall be allotted among other categories of differently abled persons.**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. **111/2024** DATED: 28.04.2024

Name of the District: **THANJAVUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of **THANJAVUR** District, Tamil Nadu.

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.
- The Judicial Department in the Thanjavur District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Thanjavur District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Thanjavur, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision), on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1	**8**	**Rs.19,500 - Rs.71,900/-**

3. DISTRIBUTION OF VACANCIES:-

Sl. No.	Category	No. of Vacancies
1	BC(OTHER THAN BCM)(W)(DW)	1

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[**Abbreviations**: BC - Backward Classes; BCM Backward Class Muslims; W - Women; DW - Destitute Widow]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow

category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category..

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual

period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by

direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
[For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.

Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Thanjavur or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No. 131/2024 **DATED: 28.04.2024**

Name of the District: **THANJAVUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Office Assistant** in the Judicial Department of **THANJAVUR** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Thanjavur District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Thanjavur District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Thanjavur, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities Act, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Total No.of vacancies
Office Assistant	1	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

S.NO	CATEGORY	BACKLOG VACANCIES
1	BC (OTHER THAN BCM) (**AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY**)	1
	TOTAL	**1**

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:
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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.
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.
[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications

except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption

(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Thanjavur or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 159/2024 **DATED: 28.04.2024**

Name of the District: **THANJAVUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Gardener, (iii) Watchman/Nightwatchman, (iv) Nightwatchman-cum-Masalchi and (v) Masalchi** in the Judicial Department of **THANJAVUR** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Thanjavur District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Thanjavur District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Thanjavur, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay (Revised)
1.	**Cleanliness worker**	11	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Gardener**	1	
3.	**Watchman / Nightwatchman**	27	
4.	**Nightwatchman-cum-Masalchi**	4	
5.	**Masalchi**	21	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or

Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

h) The candidates must be free from contagious diseases.

i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- ‘A’ and Part – ‘B’.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Thanjavur or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 159/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow;

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (W) (DW)	1	0	1
3	GT (PRIORITY)	2	0	2
4	BC (OTHER THAN BCM) (W)(DW)	1	0	1
5	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
6	MBC/DC (W)(DW)	1	0	1
7	MBC/DC (PRIORITY)	1	0	1
8	SC (PRIORITY)	1	0	1
9	SC(A) (W) (DW) (PRIORITY)	2	0	2
	TOTAL	**11**	**0**	**11**

DISTRIBUTION OF VACANCIES FOR THE POST OF GARDENER

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHT WATCHMAN

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	5	0	5
2	GT (W)	2	0	2
3	GT **(BLINDNESS AND LOW VISION)***	0	1	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	4	0	4
6	BC (OTHER THAN BCM) (W)	2	0	2
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	BC(M) (W) (DW)	1	0	1
9	BC(M) (PRIORITY)	1	0	1
10	MBC/DC	3	0	3
11	MBC/DC (W)	1	0	1
12	MBC/DC **(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)**	1	0	1
13	SC	1	0	1
14	SC (W) (DW)	1	0	1
15	SC (PRIORITY)	1	0	1
16	SC (A)	1	0	1
	TOTAL	**26**	**1**	**27**

Remarks:- * As per G.O (Ms).No.225, Home (Courts-V) Department, dated 15.06.2021, Blindness & Low Vision is **exempted** to Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that reservation **shall be allotted among other categories of Differently abled persons**.

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN CUM MASALCHI

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
2	MBC/DC (PRIORITY)	1	0	1
3	SC(A) (W) (DW) (PRIORITY)	1	1	2
	TOTAL	**3**	**1**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	4	0	4
2	GT (W)	1	0	1
3	GT **(BLINDNESS AND LOW VISION)***	1	0	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	3	0	3
6	BC (OTHER THAN BCM) (W)	1	0	1
7	BC (OTHER THAN BCM) (W) (DW)	1	0	1
8	MBC/DC	1	2	3
9	MBC/DC (W)	0	1	1
10	MBC/DC (W) (DW)	1	0	1
11	MBC/DC(PRIORITY)	1	1	2
12	SC (W)	1	0	1
13	SC(A)	1	0	1
	TOTAL	**17**	**4**	**21**

Remarks:- * As per G.O (Ms).No.225, Home (Courts-V) Department, dated 15.06.2021, Blindness & Low Vision is **exempted** to Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that reservation **shall be allotted among other categories of Differently abled persons**.

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No.132 /2024 **DATED: 28.04.2024**

Name of the District: **THENI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Copyist Attender AND (ii) Office Assistant** in the Judicial Department of **THENI** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the **THENI** District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Theni District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Theni, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Copyist Attender	02	Level – 1 Rs.15,700/- – Rs. 58,100/-
Office Assistant	19	

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other

receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall

produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Copyist Attender	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.
Office Assistant		

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Theni or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED:28.04.2024

THENI DISTRICT

ANNEXURE TO NOTIFICATION NO. 132 / 2024

Abbreviations used in the Annexure: (GT- General Turn; BC - Backward Classes; BC(M)- Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled castes; SC(A) Scheduled castes (Arunthathiyars); W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium)

DISTRIBUTION OF VACANCIES FOR THE POST OF COPYIST ATTENDER

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
2	SC(A) (W) (DW) (PSTM) (PRIORITY)	1	0	1
	TOTAL	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	3	0	3
2	***GT (BLINDNESS AND LOW VISION)**	0	1	1
3	GT (W) **(DEAF AND HARD OF HEARING)**	1	0	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	2	0	2
6	BC (OTHER THAN BCM) (PSTM)	1	0	1
7	BC (OTHER THAN BCM) (W)	1	0	1
8	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
9	BC(M) (W) (DW)	1	0	1
10	MBC/DC	1	0	1
11	MBC/DC (PSTM)	1	0	1

12	MBC/DC (W)	2	0	2
13	SC	1	0	1
14	SC (PRIORITY)	1	0	1
15	SC(A)	1	0	1
	TOTAL	**18**	**1**	**19**

NOTE-I: *As per G.O.(Ms.)No.225, Home (Courts-V) Department, dated:15.06.2021 Blindness & Low Vision is exempted from Judicial Department for the Posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.**94 / 2024** DATED: 28.04.2024

Name of the District: **THENI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Xerox Operator** in the Judicial Department of **THENI** District, Tamil Nadu.

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.
- The Judicial Department in the Theni District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Theni District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge,Theni, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
01	3	Rs.16,600-Rs.60,800/-

3. DISTRIBUTION OF VACANCIES:-

Sl. No.	Category	No. of Vacancies
1.	MBC/DC	01

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[**Abbreviations**: MBC/DC - Most Backward Classes/Denotified Communities]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do

not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption

(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**
(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Theni or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED:28.04.2024

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.161/2024 **DATED: 28.04.2024**

Name of the District: **THENI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Watchman/Nightwatchman, (iii) Masalchi- cum- Nightwatchman,** in the Judicial Department of **THENI** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Theni District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Theni District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Theni for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	Cleanliness worker	03	Level – 1 Rs.15,700/- – Rs.58,100/-
2.	Watchman / Nightwatchman	05	
3.	Masalchi -cum-Nightwatchman	02	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or

Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Theni, or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED:28.04.2024

THENI DISTRICT

ANNEXURE TO NOTIFICATION NO. 161/ 2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC(A) Scheduled castes (Arunthathiyars); W - Women; DW - Destitute Widow.

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
2	MBC/DC (PRIORITY)	1	0	1
3	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**3**	**0**	**3**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHT WATCHMAN

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)	1	0	1
2	BC (OTHER THAN BCM) (W)	1	0	1
3	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
4	MBC/DC	1	0	1
5	MBC/DC (PRIORITY)	0	1	1
	TOTAL	**4**	**1**	**5**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI -CUM-NIGHT WATCHMAN

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	BC (OTHER THAN BCM)	1	0	1
	TOTAL	**2**	**0**	**2**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 93/2024 **DATED: 28.04.2024**

Name of the District: **THE NILGIRIS**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Reader (ii) Senior Bailiff AND (iii) Junior Bailiff** in the Judicial Department of **THE NILGIRIS** District, Tamil Nadu.

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.
- The Judicial Department in the The Nilgiris District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, The Nilgiris District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, The Nilgiris, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Reader	1	8	Rs.19,500 - Rs.71,900/-
2.	Senior Bailiff	4	8	Rs.19,500 - Rs.71,900/-
3.	Junior Bailiff	17	7	Rs.19,000- Rs.69,900/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the

"Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Reader	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Senior Bailiff	
Junior Bailiff	

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
3. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of The Nilgiris or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.93/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); W - Women; DW - Destitute Widows; PSTM - Persons Studied in Tamil Medium; EX-SER - Ex-Servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF READER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	MBC/DC (PRIORITY)	1	0	1
	Total	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	BC (OTHER THAN BCM) (PSTM)	1	0	1
2	BC(M) (PRIORITY)	1	0	1
3	MBC/DC (PSTM)	1	0	1
4	SC	1	0	1
	Total	**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	1	0	1
2	GT (EX-SER)	1	0	1
3	GT (W)	2	0	2
4	GT **(BLINDNESS AND LOW VISION)***	1	0	1
5	GT (PRIORITY)	1	0	1
6	BC (OTHER THAN BCM)	2	0	2
7	BC (OTHER THAN BCM) (W)	2	0	2
8	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
9	MBC/DC	1	0	1

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
10	MBC/DC (W)	1	0	1
11	MBC/DC (PRIORITY)	1	0	1
12	SC (PSTM)	1	0	1
13	SC (W)	1	0	1
14	SC(A) (PSTM)	1	0	1
	Total	**17**	**0**	**17**

Note: As per G.O.(Ms) No.225, Home (Courts-V) Department, dated 15.06.2021, Blind & Low Vision is **exempted** from Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that the reservation **shall be alloted among other categories of Differently abled persons.**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 160/2024 **DATED: 28.04.2024**

Name of the District: **THE NILGIRIS**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Watchman/Nightwatchman, (iii) Nightwatchman-cum-Masalchi AND (iv) Masalchi** in the Judicial Department of **THE NILGIRIS** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the The Nilgiris District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, The Nilgiris District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, The Nilgiris, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	Cleanliness worker	3	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	Watchman / Nightwatchman	2	
3.	Nightwatchman-cum-Masalchi	1	
4.	Masalchi	5	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not

complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda,

Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the*

*respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of The Nilgiris or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.160/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Caste (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widows

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
3	MBC/DC (PRIORITY)	1	0	1
2	SC(A) (W) (DW) (PRIORITY)	1	0	1
	Total	**3**	**0**	**3**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHTWATCHMAN

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	1	0	1
2	SC (W) (DW)	1	0	1
	Total	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHTWATCHMAN-CUM-MASALCHI

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	MBC/DC (PRIORITY)	0	1	1
	Total	**0**	**1**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	1	0	1
2	BC (OTHER THAN BCM)	1	0	1

Sl. No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
3	MBC/DC	1	0	1
4	MBC/DC (PRIORITY)	0	1	1
5	SC (W)(DW)	1	0	1
	Total	**4**	**1**	**5**

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION Nos. 133 /2024 **DATED: 28.04.2024**

Name of the District: Thoothukudi

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Office Assistant** in the Judicial Department of Thoothukudi District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Thoothukudi District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Thoothukudi District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Thoothukudi, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	23	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not

be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the

'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Thoothukudi or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 133 /2024

Abbreviations used in the Annexure: 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); ST - Scheduled Tribe; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium); EX-SER - Ex-servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	3	0	3
2	GT (W)	2	0	2
3	GT (W)(DW)	1	0	1
4	GT (BLINDNESS AND LOW VISION) *	0	1	1
5	GT (PRIORITY)	1	0	1
6	BC (OTHER THAN BCM)	2	0	2
7	BC (OTHER THAN BCM) (W)	1	0	1
8	BC (OTHER THAN BCM) (W)(PSTM)	1	0	1
9	BC (OTHER THAN BCM) (BLINDNESS AND LOW VISION)*	1	0	1
10	BC (OTHER THAN BCM) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)	0	1	1
11	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
12	MBC/DC	2	0	2
13	MBC/DC (W)	2	0	2
14	SC	2	0	2
15	SC (W)	1	0	1
16	SC (PRIORITY)	1	0	1
TOTAL		**21**	**2**	**23**

NOTE: * As per G.O.(Ms) No.225, Home (Courts-V) Department, dated 15.06.2021, Blindness and Low vision is exempted from Judicial Department for the posts belonging to Group 'C' & 'D' Categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. **95 / 2024** DATED: 28.04.2024

Name of the District: Thoothukudi

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Bailiff and (iii) Process Server** in the Judicial Department of Thoothukudi District, Tamil Nadu.

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.
- The Judicial Department in the Thoothukudi District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Thoothukudi District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Thoothukudi, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	2	8	Rs.19,500 - Rs.71,900/-
2.	Bailiff	3	8	Rs.19,500 - Rs.71,900/-
3.	Process Server	9	7	Rs.19,000- Rs.69,900/-
Total		**14**		

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub

Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the

authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Bailiff	
Process Server	

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
3. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**

Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each

reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Thoothukudi or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 95 /2024

Abbreviations used in the Annexure: 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); ST - Scheduled Tribe; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium); EX-SER - Ex-servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)(DW)	1	0	1
2	SC (PRIORITY)	1	0	1
TOTAL		**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF BAILIFF

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
2	MBC/DC (W)	1	0	1
3	SC (PSTM)	1	0	1
TOTAL		**3**	**0**	**3**

DISTRIBUTION OF VACANCIES FOR THE POST OF PROCESS SERVER

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	2	0	2
2	GT (W)	1	0	1
3	BC (OTHER THAN BCM) (W)(PSTM)	1	0	1
4	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
5	BC(M) (W) (DW)	1	0	1
6	MBC/DC (EX-SER)	1	0	1
7	MBC/DC (W)	1	0	1
8	SC	1	0	1
TOTAL		**9**	**0**	**9**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 162 /2024 **DATED: 28.04.2024**

Name of the District: Thoothukudi

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Watchman/Nightwatchman, (iii) Nightwatchman-cum-Masalchi and (iv) Masalchi** in the Judicial Department of Thoothukudi District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Thoothukudi District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Thoothukudi District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Thoothukudi, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	6	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Watchman / Nightwatchman**	9	
3.	**Nightwatchman-cum-Masalchi**	1	
4.	**Masalchi**	8	
TOTAL		**24**	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes	34 years**	01.07.1990

	(Other than Backward Class Muslims) and Backward Class Muslims.		
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to

deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and

exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks*

secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, ***in the ratio of 1:2*** *or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *If the number of vacancies notified for a reservation group are* ***four and below****, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test,* ***in the ratio of 1:3*** *or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Thoothukudi or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 162 /2024

Abbreviations used in the Annexure: 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); ST - Scheduled Tribe; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium); EX-SER - Ex-servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	2	0	2
2	MBC/DC (PRIORITY)	2	0	2
3	SC(A) (W) (DW) (PRIORITY)	2	0	2
TOTAL		**6**	**0**	**6**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN /NIGHT WATCHMAN

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM) (W)	1	0	1
4	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM) (W)(DW)	1	0	1
6	MBC/DC	1	0	1
7	MBC/DC (W)	1	0	1
8	SC	2	0	2
TOTAL		**9**	**0**	**9**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN-CUM-MASALCHI

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	SC(A) (W) (DW) (PRIORITY)	1	0	1
TOTAL		**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)(DW)	1	0	1
2	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
3	MBC/DC (W)(DW)	0	1	1
4	MBC/DC (PRIORITY)	1	1	2
5	SC (W)(DW)	0	1	1
6	SC (PRIORITY)	1	1	2
TOTAL		**4**	**4**	**8**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 163/2024 **DATED: 28.04.2024**

Name of the District: **TIRUCHIRAPPALLI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Gardener, (iii) Watchman (iv) Nightwatchman-cum-Masalchi and (v) Masalchi** in the Judicial Department of **TIRUCHIRAPPALLI** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Tiruchirappalli District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Tiruchirappalli District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Tiruchirappalli, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay (Revised)
1.	**Cleanliness worker**	8	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Gardener**	1	
3.	**Watchman**	36	
4.	**Nightwatchman-cum-Masalchi**	2	
5.	**Masalchi**	17	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or

Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

h) The candidates must be free from contagious diseases.

i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- ‘A’ and Part – ‘B’.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**

(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Tiruchirappalli or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 163/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow;

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W) (DW)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM) (W)(DW)	1	0	1
4	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
5	MBC/DC (W)(DW)	1	0	1
6	MBC/DC (PRIORITY)	1	0	1
7	SC (PRIORITY)	1	0	1
8	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**8**	**0**	**8**

DISTRIBUTION OF VACANCIES FOR THE POST OF GARDENER

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	BC (OTHER THAN BCM) (W)(DW)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	5	0	5
2	GT (W)	3	0	3
3	GT (PRIORITY)	2	0	2
4	BC (OTHER THAN BCM)	4	0	4
5	BC (OTHER THAN BCM) (W)	3	0	3
6	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
7	BC(M) (W) (DW)	1	0	1
8	MBC/DC	2	0	2
9	MBC/DC (W)	3	0	3
10	MBC/DC **(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)**	1	0	1
11	MBC/DC (PRIORITY)	2	0	2
12	SC	3	0	3
13	SC (W)	2	0	2
14	SC (PRIORITY)	1	0	1
15	ST (PRIORITY)	2	0	2
	TOTAL	**36**	**0**	**36**

Remarks:- As per G.O (Ms).No.225, Home (Courts-V) Department, dated 15.06.2021, Blindness & Low Vision is **exempted** to Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that reservation **shall be allotted among other categories of Differently abled persons.**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN CUM MASALCHI

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	MBC/DC (PRIORITY)	1	0	1
2	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	3	0	3
2	GT (W)	2	0	2
3	GT **(BLINDNESS AND LOW VISION)***	0	1	1
4	BC (OTHER THAN BCM)	1	0	1
5	BC (OTHER THAN BCM) (W)	2	0	2
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
7	MBC/DC	1	0	1
8	MBC/DC (W)	1	0	1
9	MBC/DC(PRIORITY)	1	1	2
10	SC	1	0	1
11	SC(W)	1	0	1
12	ST (PRIORITY)	1	0	1
	TOTAL	**15**	**2**	**17**

Remarks:- As per G.O (Ms).No.225, Home (Courts-V) Department, dated 15.06.2021, Blindness & Low Vision is **exempted** to Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that reservation **shall be allotted among other categories of Differently abled persons.**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No**. 112/2024** **DATED: 28.04.2024**

Name of the District : **TIRUCHIRAPPALLI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of **TIRUCHIRAPPALLI** District, Tamil Nadu.

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.
- The Judicial Department in the Tiruchirappalli District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Tiruchirappalli District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Tiruchirappalli, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1	**8**	**Rs.19,500 - Rs.71,900/-**

3. DISTRIBUTION OF VACANCIES:-

Sl. No.	Category	No. of Vacancies
1	SC (PRIORITY)	1

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[**Abbreviations**: SC - Scheduled Castes;]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow

category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category..

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.

[For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other

Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.

Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Tiruchirappalli or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION Nos. **96/ 2024** **DATED: 28.04.2024**

Name of the District: **TIRUCHIRAPPALLI**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Senior Bailiff AND (ii) Xerox Operator** in the Judicial Department of **TIRUCHIRAPPALLI** District, Tamil Nadu.

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.
- The Judicial Department in the Tiruchirappalli District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Tiruchirappalli District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Tiruchirappalli, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Pay Matrix
1.	Senior Bailiff	14	8	Rs.19,500 - Rs.71,900/-
2.	Xerox Operator	2	3	Rs.16,600-Rs.60,800/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total

monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been

released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Senior Bailiff	Qualification, viz., Must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with

	practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- ‘A’ and Part – ‘B’.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Tiruchirappalli or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 96/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT(PSTM)	1	0	1
3	GT (W)	1	0	1
4	GT (W) **(DEAF AND HARD OF HEARING)**	1	0	1
5	GT (PRIORITY)	1	0	1
6	BC (OTHER THAN BCM)	2	0	2
7	BC (OTHER THAN BCM) (W)	1	0	1
8	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
9	MBC/DC	1	0	1
10	MBC/DC (PSTM)	1	0	1
11	SC (EX-SER)	1	0	1
12	SC (PRIORITY)	1	0	1
13	SC(A)	1	0	1
	TOTAL	**14**	**0**	**14**

Remarks:- ***** As per G.O (Ms).No.225, Home (Courts-V) Department, dated 15.06.2021, Blindness & Low Vision is **exempted** to Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that reservation **shall be allotted among other categories of Differently abled persons**.

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	MBC/DC (PRIORITY)	1	0	1
	TOTAL	**2**	**0**	**2**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.164 /2024 **DATED: 28.04.2024**

Name of the District: **TIRUNELVELI (including TENKASI)**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Cleanliness worker, (ii) Watchman/Nightwatchman, (iii) Nightwatchman-cum-Masalchi, and (iv) Masalchi** in the Judicial Department of **TIRUNELVELI** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the **Tirunelveli** District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, **Tirunelveli** District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, **Tirunelveli**, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	Cleanliness worker	01	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	Watchman / Nightwatchman	01	
3.	Nightwatchman-cum-Masalchi	12	
4.	Masalchi	2	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or

Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a. All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

b. They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

c. They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

d. Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

e. Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

f. Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

g. All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

h. The candidates must be free from contagious diseases.

i. The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**

(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Tirunelveli or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED:28.04.2024

TIRUNELVELI including TENKASI DISTRICT
ANNEXURE TO NOTIFICATION NO. 164 / 2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled castes; SC(A) Scheduled castes (Arunthathiyars); W - Women; DW - Destitute Widow)

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHT WATCHMAN

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN – CUM - MASALCHI

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	2	0	2
2	GT (W) **(DEAF AND HARD OF HEARING)**	0	1	1
3	GT (PRIORITY)	2	0	2
4	BC (OTHER THAN BCM)	2	0	2
5	BC (OTHER THAN BCM) (W)	1	0	1
6	MBC/DC	1	0	1
7	SC	1	0	1
8	SC (W)	1	0	1
9	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**11**	**1**	**12**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)(DW)	1	0	1
2	SC (PRIORITY)	1	0	1
	TOTAL	**2**	**0**	**2**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.**97 / 2024** DATED: 28.04.2024

Name of the District: **TIRUNELVELI (including TENKASI)**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Senior Bailiff, (iii) Junior Bailiff and (iv) Xerox Operator** in the Judicial Department of **TIRUNELVELI** District, Tamil Nadu.

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.
- The Judicial Department in the **Tirunelveli** District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, **Tirunelveli** District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, **Tirunelveli** for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities Act, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	03	8	Rs.19,500 - Rs.71,900/-
2.	Senior Bailiff	05	8	Rs.19,500 - Rs.71,900/-
3.	Junior Bailiff	19	7	Rs.19,000- Rs.69,900/-
4.	Xerox Operator	01	3	Rs.16,600-Rs.60,800/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) <u>Bonded Labourers etc.:</u>

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) <u>Discharged or temporary Government employees:</u>

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

<u>Explanation:</u> *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.* <u>(Section 61 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).</u>

(vi) <u>For certain category of candidates, who possess higher educational qualification</u>:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

<u>Explanation:</u> *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

<u>NOTE</u>: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Senior Bailiff	
Junior Bailiff	
Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**
(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Tirunelveli or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the

information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED:28.04.2024

TIRUNELVELI including TENKASI DISTRICT

ANNEXURE TO NOTIFICATION NO.97 / 2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM- Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled castes; SC(A) Scheduled castes (Arunthathiyars); W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium)

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT **(PRIORITY)**	1	0	1
2	MBC/DC (PRIORITY)	1	0	1
3	SC(A) (W) (DW) (PSTM) (PRIORITY)	1	0	1
	TOTAL	**3**	**0**	**3**

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT **(PRIORITY)**	1	0	1
2	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
3	MBC/DC	1	0	1
4	MBC/DC (PRIORITY)	1	0	1
5	SC(A) (W) (DW) (PSTM) (PRIORITY)	1	0	1
	TOTAL	**5**	**0**	**5**

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	2	0	2
2	GT (PSTM)	1	0	1
3	GT(W)(PSTM)	1	0	1
4	GT (W)(DW)	1	0	1
5	GT **(PRIORITY)**	1	0	1

6	BC (OTHER THAN BCM)	1	0	1
7	BC (OTHER THAN BCM) (EX-SER)	1	0	1
8	BC (OTHER THAN BCM) (W)(DW)	1	0	1
9	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
10	BC(M) (W) (DW)	1	0	1
11	MBC/DC (W)	1	0	1
12	MBC/DC (W)(DW)	1	0	1
13	MBC/DC **(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)**	1	0	1
14	MBC/DC (PRIORITY)	1	0	1
15	SC	1	0	1
16	SC (W)(DW)	1	0	1
17	SC (PRIORITY)	1	0	1
18	SC(A) (W) (DW) (PSTM) (PRIORITY)	1	0	1
	TOTAL	**19**	**0**	**19**

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT **(PRIORITY)**	1	0	1
	TOTAL	**1**	**0**	**1**

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No.134/2024 **DATED: 28.04.2024**

Name of the District: **TIRUNELVELI (including TENKASI)**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Office Assistant** in the Judicial Department of **TIRUNELVELI** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the **Tirunelveli** District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, **Tirunelveli** District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, **Tirunelveli**, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	40	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub

Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of **Tirunelveli** or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED:28.04.2024

TIRUNELVELI including TENKASI DISTRICT

ANNEXURE TO NOTIFICATION NO.134 / 2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled castes; SC(A) Scheduled castes (Arunthathiyars); W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium)

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	4	0	4
2	GT(PSTM)	1	0	1
3	GT (W)	1	0	1
4	GT (W)(DW)	2	0	2
5	GT (PRIORITY)	3	0	3
6	***GT (BLINDNESS AND LOW VISION)**	0	1	1
7	GT (W) **(DEAF AND HARD OF HEARING)**	0	1	1
8	BC (OTHER THAN BCM)	3	0	3
9	BC (OTHER THAN BCM) (W)	1	0	1
10	BC (OTHER THAN BCM) (W)(PSTM)	1	0	1
11	BC (OTHER THAN BCM) (W)(DW)	1	0	1
12	***BC (OTHER THAN BCM) (BLINDNESS AND LOW VISION)**	1	0	1
13	BC (OTHER THAN BCM) (PRIORITY)	3	0	3
14	MBC/DC	3	0	3
15	MBC/DC (W)	2	0	2

16	MBC/DC (W)(DW)	1	0	1
17	MBC/DC (PRIORITY)	3	0	3
18	SC	3	0	3
19	SC (PSTM)	1	0	1
20	SC (W)	1	0	1
21	SC (PRIORITY)	1	0	1
22	SC(A) (W) (DW) (PSTM) (PRIORITY)	2	0	2
	TOTAL	**38**	**2**	**40**

NOTE-I: *As per G.O.(Ms.)No.225, Home (Courts-V) Department, dated:15.06.2021 Blindness & Low Vision is exempted from Judicial Department for the Posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.165/2024 **DATED: 28.04.2024**

Name of the District: **TIRUPPUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Gardener, (iii) Watchman/Nightwatchman, (iv) Nightwatchman-cum-Masalchi and (v) Masalchi** in the Judicial Department of Tiruppur District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Tiruppur District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Tiruppur District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Tiruppur, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	15	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Gardener**	1	
3.	**Watchman / Nightwatchman**	21	
4.	**Nightwatchman-cum-Masalchi**	9	
5.	**Masalchi**	18	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or

Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a. All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

b. They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.
c. They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.
d. Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.
e. Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.
f. Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.
g. All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.
h. The candidates must be free from contagious diseases.
i. The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Tiruppur or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL (i/c)
REGISTRAR JUDICIAL

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.165/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Castes (Arunthathiyars);
W - Women; DW - Destitute Widow.

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	GT	2	0	2
2	GT (W)(DW)	1	0	1
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM)	2	0	2
5	BC (OTHER THAN BCM) (W)(DW)	1	0	1
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
7	BC(M) (PRIORITY)	1	0	1
8	MBC/DC	1	0	1
9	MBC/DC (W)(DW)	1	0	1
10	MBC/DC (PRIORITY)	1	0	1
11	SC (W)(DW)	1	0	1
12	SC (PRIORITY)	1	0	1
13	SC(A) (W) (DW)(PRIORITY)	1	0	1
TOTAL		15	0	15

DISTRIBUTION OF VACANCIES FOR THE POST OF GARDENER

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	SC(A) (W) (DW) (PRIORITY)	0	1	1
	Total	0	1	1

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHTWATCHMAN

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	GT	2	0	2
2	GT (W)	2	0	2
3	GT (W)(DW)	1	0	1

4	GT **(BLINDNESS AND LOW VISION)***	1	0	1
5	GT (PRIORITY)	1	0	1
6	BC (OTHER THAN BCM)	2	0	2
7	BC (OTHER THAN BCM) (W)	2	0	2
8	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
9	BC(M) (PRIORITY)	1	0	1
10	MBC/DC	2	0	2
11	MBC/DC (W)	1	0	1
12	MBC/DC (PRIORITY)	1	0	1
13	SC	2	0	2
14	SC (W)	1	0	1
15	SC (W)(DW)	1	0	1
Total		21	0	21

Note:-

* As per G.O (Ms).No.225,Home (Courts-V) Department, dated 15.06.2021, Blindness & Low Vision is exempted to Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that reservation shall be allotted among other categories of Differently abled persons.

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN CUM MASALCHI

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	GT (W)	1	0	1
2	GT (W)(DW)	1	0	1
3	BC (OTHER THAN BCM) (W)	1	0	1
4	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
5	MBC/DC	0	1	1
6	MBC/DC (PRIORITY)	1	0	1
7	SC (PRIORITY)	1	0	1
8	SC(A) (W) (DW) (PRIORITY)	1	0	1
Total		8	1	9

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	GT	3	0	3

2	BC (OTHER THAN BCM)	3	0	3
3	BC (OTHER THAN BCM) (W)(DW)	1	0	1
4	BC(M) (PRIORITY)	1	0	1
5	MBC/DC	3	0	3
6	MBC/DC (W)(DW)	1	0	1
7	MBC/DC (PRIORITY)	0	1	1
8	SC	1	0	1
9	SC (W)(DW)	2	0	2
10	SC (PRIORITY)	0	1	1
11	SC(A) (W) (DW) (PRIORITY)	0	1	1
Total		15	3	18

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION Nos.**113/2024** DATED: 28.04.2024
Name of the District : **TIRUPPUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of **Tiruppur** District, Tamil Nadu.

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.
- The Judicial Department in the Tiruppur District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Tiruppur District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Tiruppur, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities Act, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1	**8**	**Rs.19,500 - Rs.71,900/-**

3. DISTRIBUTION OF VACANCIES:-

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	NO OF VACANCIES
1	BC (OTHER THAN BCM) (W)(DW)	1	0	1
TOTAL		1	0	1

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[Abbreviations: BC - Backward Classes; W - Women; DW - Destitute Widow]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than

Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category..

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***

2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
[For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.

Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Tiruppur or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL (i/c)
REGISTRAR JUDICIAL

HIGH COURT, MADRAS
DATED: 28.04.2024

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No.135/2024 **DATED: 28.04.2024**

Name of the District: **TIRUPPUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Office Assistant** in the Judicial Department of **Tiruppur** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Tiruppur District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Tiruppur District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Tiruppur, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	53	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other

receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall

produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Tiruppur or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL (i/c)
REGISTRAR JUDICIAL

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.135/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) Scheduled Castes (Arunthathiyars); W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium.

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

Sl.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	No. OF VACANCIES
1	GT	7	0	7
2	GT(PSTM)	1	0	1
3	GT (W)	4	0	4
4	GT (W) (DEAF AND HARD OF HEARING)	0	2	2
5	GT (PRIORITY)	2	0	2
6	GT(PSTM) (PRIORITY)	1	0	1
7	BC (OTHER THAN BCM)	5	0	5
8	BC (OTHER THAN BCM) (W)	4	0	4
9	BC (OTHER THAN BCM) (W)(DW)	1	0	1
10	BC (OTHER THAN BCM) **(BLINDNESS AND LOW VISION)***	1	0	1
11	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
12	BC (OTHER THAN BCM) (PSTM) (PRIORITY)	1	0	1
13	BC(M)	1	0	1
14	BC(M)(W)	1	0	1
15	MBC/DC	4	0	4
16	MBC/DC (PSTM)	1	0	1
17	MBC/DC (W)	2	0	2
18	MBC/DC (W)(PSTM)	1	0	1
19	MBC/DC (PRIORITY)	2	0	2

20	SC	2	0	2
21	SC (PSTM)	2	0	2
22	SC (W)	3	0	3
23	SC (W)(PSTM)	1	0	1
24	SC **(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY) (PRIORITY)**	1	0	1
25	SC(A)	1	0	1
Total		51	2	53

Note:-

* As per G.O (Ms).No.225,Home (Courts-V) Department, dated 15.06.2021, Blindness & Low Vision is exempted to Judicial Department for the posts belonging to Group 'C' & 'D' categories subject to the condition that reservation shall be allotted among other categories of Differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.166 /2024 **DATED: 28.04.2024**

Name of the District: **TIRUVALLUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker, (ii) Watchman/Nightwatchman, (iii) Nightwatchman-cum-Masalchi, (iv) Watchman-cum-Masalchi and (v) Masalchi** in the Judicial Department of **TIRUVALLUR** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the **Tiruvallur** District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, **Tiruvallur** District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, **Tiruvallur** for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	Cleanliness worker	07	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	Watchman / Nightwatchman	39	
3.	Nightwatchman-cum-Masalchi	01	
4.	Watchman-cum-Masalchi	01	
5.	Masalchi	28	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure**.**

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or

Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a. All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

b. They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

c. They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

d. Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

e. Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

f. Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

g. All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

h. The candidates must be free from contagious diseases.

i. The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on
(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks*

secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, ***in the ratio of 1:2*** *or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *If the number of vacancies notified for a reservation group are* ***four and below****, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test,* ***in the ratio of 1:3*** *or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of **Tiruvallur** or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED:28.04.2024

TIRUVALLUR DISTRICT
ANNEXURE TO NOTIFICATION NO. 166 / 2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M)- Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled castes; SC(A) Scheduled castes (Arunthathiyars); W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium);

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)(DW)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
4	MBC/DC (W)(DW)	1	0	1
5	MBC/DC (PRIORITY)	1	0	1
6	SC (PRIORITY)	1	0	1
7	SC(A) (W) (DW) (PRIORITY)	1	0	1
	TOTAL	**7**	**0**	**7**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN / NIGHT WATCHMAN

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	6	0	6
2	GT (W)	4	0	4
3	***GT (BLINDNESS AND LOW VISION)**	**1**	0	1
4	GT (PRIORITY)	3	0	3
5	BC (OTHER THAN BCM)	4	0	4
6	BC (OTHER THAN BCM) (W)	3	0	3
7	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
8	BC(M) (W) (DW)	1	0	1
9	MBC/DC	2	0	2
10	MBC/DC (W)	3	0	3
11	MBC/DC (PRIORITY)	2	0	2
12	SC	3	0	3

13	SC (W)	2	0	2
14	SC (PRIORITY)	1	0	1
15	SC(A)	1	0	1
16	ST (PRIORITY)	1	0	1
	TOTAL	**39**	**0**	**39**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN – CUM– MASALCHI

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN – CUM– MASALCHI

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	4	0	4
2	GT (W)	3	0	3
3	GT (PRIORITY)	2	0	2
4	BC (OTHER THAN BCM)	3	0	3
5	BC (OTHER THAN BCM) (W)	2	0	2
6	BC (OTHER THAN BCM) (PRIORITY)	3	0	3
7	BC(M) (W) (DW)	1	0	1
8	MBC/DC	1	0	1

9	MBC/DC (W)	2	0	2
10	MBC/DC **(LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)**	1	0	1
11	MBC/DC (PRIORITY)	1	0	1
12	SC	3	0	3
13	SC (W)	1	0	1
14	ST (PRIORITY)	1	0	1
	TOTAL	**28**	**0**	**28**

NOTE: *As per G.O.(Ms.)No.225, Home (Courts-V) Department, dated:15.06.2021 Blindness & Low Vision is exempted from Judicial Department for the Posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION Nos**. 114 /2024** DATED: 28.04.2024

Name of the District : **TIRUVALLUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of **TIRUVALLUR** District, Tamil Nadu.

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.
- The Judicial Department in the **Tiruvallur** District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, **Tiruvallur** District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, **Tiruvallur**, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
01	**8**	**Rs.19,500 - Rs.71,900/-**

3. DISTRIBUTION OF VACANCIES:-

Sl. No.	Category	No. of Vacancies
1.	**SC**	**01**

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[**Abbreviations:** SC - Scheduled Castes]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow

category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category..

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual

period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by

direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
[For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.

Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of **Tiruvallur** or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED:28.04.2024

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No.**98 / 2024** DATED: 28.04.2024

Name of the District: **TIRUVALLUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Reader (iii) Senior Bailiff, (iv) Process Server** in the Judicial Department of TIRUVALLUR District, Tamil Nadu.

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.
- The Judicial Department in the **Tiruvallur** District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, **Tiruvallur** District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, **Tiruvallur** for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	05	8	Rs.19,500 - Rs.71,900/-
2.	Reader	01	8	Rs.19,500 - Rs.71,900/-
3.	Senior Bailiff	07	8	Rs.19,500 - Rs.71,900/-
4.	Process Server	06	7	Rs.19,000- Rs.69,900/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do

not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Reader	
Senior Bailiff	
Process Server	

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
3. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of **Tiruvallur** or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED:28.04.2024

TIRUVALLUR DISTRICT

ANNEXURE TO NOTIFICATION NO. 98 / 2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M)- Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled castes; SC(A) Scheduled castes (Arunthathiyars); W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium)

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	BC (OTHER THAN BCM) (PSTM)	1	0	1
2	BC(M) (PRIORITY)	1	0	1
3	MBC/DC	1	0	1
4	MBC/DC (PSTM)	1	0	1
5	SC	1	0	1
	TOTAL	**5**	**0**	**5**

DISTRIBUTION OF VACANCIES FOR THE POST OF READER

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	SC(A) (W) (DW) (PSTM) (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (W)	1	0	1
3	*GT **(BLINDNESS AND LOW VISION)**	1	0	1
4	BC (OTHER THAN BCM)	1	0	1
5	BC (OTHER THAN BCM) (W)	1	0	1
6	MBC/DC **(PRIORITY)**	1	0	1
7	SC (W)	1	0	1
	TOTAL	**7**	**0**	**7**

DISTRIBUTION OF VACANCIES FOR THE POST OF PROCESS SERVER

S. NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (PSTM)	1	0	1
3	BC (OTHER THAN BCM)	1	0	1
4	BC (OTHER THAN BCM) (W)(DW)	1	0	1
5	MBC/DC	1	0	1
6	SC (W)(DW)	1	0	1
	TOTAL	**6**	**0**	**6**

NOTE: *As per G.O.(Ms.)No.225, Home (Courts-V) Department, dated:15.06.2021 Blindness & Low Vision is exempted from Judicial Department for the Posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No.136 /2024 **DATED: 28.04.2024**

Name of the District: **TIRUVALLUR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **Office Assistant** in the Judicial Department of **TIRUVALLUR** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the **Tiruvallur** District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, **Tiruvallur** District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection

	process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, **Tiruvallur,** for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	10	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:
The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-
Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub

Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Tiruvallur or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c)/
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED:28.04.2024

TIRUVALLUR DISTRICT

ANNEXURE TO NOTIFICATION NO.136 / 2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled castes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium)

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S. NO.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (W)(DW)	1	0	1
3	GT (W) (DEAF AND HARD OF HEARING)	0	1	1
4	BC (OTHER THAN BCM)	1	0	1
5	BC (OTHER THAN BCM) (W)	1	0	1
6	BC (OTHER THAN BCM) (W)(PSTM)	1	0	1
7	BC (OTHER THAN BCM) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)	0	1	1
8	MBC/DC	1	0	1
9	MBC/DC (W)	1	0	1
10	SC (PRIORITY)	1	0	1
	TOTAL	**8**	**2**	**10**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 169 /2024 **DATED: 28.04.2024**

Name of the District: Vellore

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts **of (i) Cleanliness worker and (ii) Masalchi** in the Judicial Department of Vellore District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Vellore District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Vellore District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Vellore, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	1	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Masalchi**	19	
TOTAL		**20**	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or

Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and

exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	

PART – 'B' General knowledge	**50**	**50**	**20**	**2 hours**

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Vellore or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 169 /2024

Abbreviations used in the Annexure: 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); ST - Scheduled Tribe; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium); EX-SER - Ex-servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
TOTAL		**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	2	0	2
2	GT (W)	2	0	2
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM)	2	0	2
5	BC (OTHER THAN BCM) (W)	2	0	2
6	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
7	MBC/DC	1	0	1
8	MBC/DC (W)	2	0	2
9	MBC/DC (PRIORITY)	1	0	1
10	SC	2	0	2
11	SC (W)	1	0	1
12	ST	1	0	1
TOTAL		**19**	**0**	**19**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION Nos**. 101 / 2024** DATED: 28.04.2024

Name of the District: Vellore

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Reader (iii) Senior Bailiff, (iv) Junior Bailiff AND (v) Xerox Operator** in the Judicial Department of Vellore District, Tamil Nadu.

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.
- The Judicial Department in the Vellore District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Vellore District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Vellore, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	4	8	Rs.19,500 - Rs.71,900/-
2.	Reader	2	8	Rs.19,500 - Rs.71,900/-
3.	Senior Bailiff	8	8	Rs.19,500 - Rs.71,900/-
4.	Junior Bailiff	10	7	Rs.19,000- Rs.69,900/-
5.	Xerox Operator	9	3	Rs.16,600-Rs.60,800/-
Total		**33**		

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do

not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational

Reader	Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Senior Bailiff	
Junior Bailiff	
Xerox Operator	Must possess Minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies with practical experience for a period of not less than 6 months in the operation of Xerox machine.

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption

(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- ‘A’ and Part – ‘B’.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Vellore or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates'

available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED:28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 101 /2024

Abbreviations used in the Annexure: 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); ST - Scheduled Tribe; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium); EX-SER - Ex-servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (PSTM)	1	0	1
3	BC (OTHER THAN BCM)	1	0	1
4	BC (OTHER THAN BCM) (W)(DW)	1	0	1
TOTAL		**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF READER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
2	MBC/DC (PRIORITY)	1	0	1
TOTAL		**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (PRIORITY)	1	0	1

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
3	GT (W) (DEAF AND HARD OF HEARING)	1	0	1
4	BC (OTHER THAN BCM)	1	0	1
5	BC (OTHER THAN BCM) (PSTM)	1	0	1
6	BC (OTHER THAN BCM) (W)	1	0	1
7	MBC/DC (W)	1	0	1
8	SC (PRIORITY)	1	0	1
TOTAL		**8**	**0**	**8**

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	1	0	1
2	GT (EX-SER)	1	0	1
3	GT (W)	1	0	1
4	GT(PSTM) (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	1	0	1
6	BC (OTHER THAN BCM) (W)	1	0	1
7	MBC/DC	1	0	1
8	MBC/DC (PRIORITY)	1	0	1
9	SC (W)	1	0	1
10	SC(A) (PSTM)	1	0	1
TOTAL		**10**	**0**	**10**

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (EX-SER)	1	0	1
2	GT(PSTM) (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM)	1	0	1
4	BC (OTHER THAN BCM) (EX-SER)	1	0	1
5	BC (OTHER THAN BCM) (W)	1	0	1
6	MBC/DC	1	0	1

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
7	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	1	0	1
8	SC (PRIORITY)	1	0	1
9	SC(A) (PSTM)	1	0	1
TOTAL		**9**	**0**	**9**

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 170/2024 **DATED: 28.04.2024**

Name of the District: **Villupuram**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Cleanliness worker, (ii)Watchman, (iii)Nightwatchman-cum-Masalchi, (iv) Masalchi** in the Judicial Department of **Villupuram** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Villupuram District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Villupuram District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Villupuram, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	**Cleanliness worker**	1	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	**Watchman**	21	
3.	**Nightwatchman-cum-Masalchi**	1	
4.	**Masalchi**	18	
TOTAL		**41**	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) **For certain category of candidates, who possess higher educational qualification**:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.

3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

h) The candidates must be free from contagious diseases.

i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**

(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Villupuram or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No.170/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); W - Women;

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
2	GT (W)	1	0	1
3	GT (W) (DEAF AND HARD OF HEARING)	1	0	1
4	GT (PRIORITY)	1	0	1
5	BC (OTHER THAN BCM)	3	0	3
6	BC (OTHER THAN BCM) (W)	2	0	2
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	BC(M) (PRIORITY)	1	0	1
9	MBC/DC	2	0	2
10	MBC/DC (W)	1	0	1
11	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	0	1	1

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
12	SC	3	0	3
13	SC (PRIORITY)	1	0	1
14	SC(A)	1	0	1
	TOTAL	**20**	**1**	**21**

DISTRIBUTION OF VACANCIES FOR THE POST OF NIGHT WATCHMAN - CUM - MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	1	0	1
	TOTAL	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	3	0	3
2	GT (W)	1	0	1
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM)	2	0	2
5	BC (OTHER THAN BCM) (W)	1	0	1
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
7	MBC/DC	2	0	2
8	MBC/DC (W)	1	0	1

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
9	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	0	1	1
10	MBC/DC (PRIORITY)	1	0	1
11	SC	2	0	2
12	SC (W)	1	0	1
13	SC(A)	1	0	1
	TOTAL	**17**	**1**	**18**

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No. 139/2024 **DATED: 28.04.2024**

Name of the District: **Villupuram**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Copyist Attender (ii) Office Assistant** in the Judicial Department of **Villupuram** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Villupuram District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Villupuram District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Villupuram, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Copyist Attender	2	Level – 1 Rs.15,700/- – Rs. 58,100/-
Office Assistant	30	

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other

receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall

produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Copyist Attender	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.
Office Assistant		

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-*

voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Villupuram or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 139/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium;

DISTRIBUTION OF VACANCIES FOR THE POST OF COPIST ATTENDER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT (PRIORITY)	1	0	1
2	SC(A) (W) (DW) (PSTM) (PRIORITY)	1	0	1
	TOTAL	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	4	0	4
2	GT(PSTM)	1	0	1
3	GT (W)	1	0	1
4	GT(W)(PSTM)	1	0	1
5	GT (PRIORITY)	1	0	1
6	BC (OTHER THAN BCM)	3	0	3
7	BC (OTHER THAN BCM) (W)	2	0	2
8	BC (OTHER THAN BCM) (BLINDNESS AND LOW VISION)*	0	1	1
9	BC (OTHER THAN BCM) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)	0	1	1
10	BC (OTHER THAN BCM) (PRIORITY)	2	0	2
11	BC(M) (PRIORITY)	1	0	1

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
12	MBC/DC	2	0	2
13	MBC/DC (W)	2	0	2
14	MBC/DC (W)(PSTM)	1	0	1
15	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	0	1	1
16	MBC/DC (PRIORITY)	1	0	1
17	SC	3	0	3
18	SC (W)	1	0	1
19	ST	1	0	1
	TOTAL	**27**	**3**	**30**

NOTE: *As per G.O(MS) No.225, Home (Courts-V) Department, dated 15.06.2021, Blindness and Low vision is exempted from Judicial Department for the posts belonging to Group 'C' & 'D' Categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No**. 115/2024** DATED: 28.04.2024

Name of the District : **Villupuram**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Driver** in the Judicial Department of **Villupuram** District, Tamil Nadu.

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.
- The Judicial Department in the Villupuram District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid post. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
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	Mere registration in any Judicial District will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Villupuram District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the above said post by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for the post of 'Driver' in each Judicial District have been issued, the candidates are advised to apply for the said post in any one of the Judicial Districts of his/her choice, as the Written Examination, Skill Test and Viva-voce would be held in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	After such final selection of the candidates as per merit and communal roster for the post notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge,Villupuram, for issuing necessary orders of appointment through the respective Appointing Authorities.
i	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
j	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
k	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NUMBER OF VACANCIES AND SCALE OF PAY:

No. of Vacancies	Level of Pay	Scale of Pay (Revised)
3	**8**	**Rs.19,500 - Rs.71,900/-**

3. DISTRIBUTION OF VACANCIES:-

Sl. No.	Category	No. of Vacancies
1.	**GT (W)(DW)**	**1**
2.	**BC (OTHER THAN BCM) (PRIORITY)**	**1**
3.	**MBC/DC (PRIORITY)**	**1**

NOTE: The number of vacancies advertised for the post is only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

[Abbreviations: GT- General Turn; BC - Backward Classes; MBC/DC - Most Backward Classes/Denotified Communities; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium;]

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts

and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category..

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225 of Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is **55 Years**** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is **50 years**** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:-

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed **42 years**** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O.(Ms.).No.91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the Candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Name of the Post	Qualification
Driver	Must have passed VIII standard AND Must possess a valid Driving License for driving Motor Vehicle issued by a competent authority under the Motor Vehicles Act with a practical experience of driving motor vehicle for a period of not less than five years.

Note:

1. ***The candidates should possess a valid Light Motor Vehicle Driving license with a practical experience for a period of not less than Five years as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***

2. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
[For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl.No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/-
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Written examination (Objective Type) (OMR Method) **(100 Marks)**

(B) Skill Test **(70 Marks)**

(C) Viva-voce **(30 Marks)**

(A) WRITTEN EXAMINATION:-

Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Written Examination, the syllabus will be in English	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.

Part-B :	General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 marks) (Minimum qualifying marks:28)

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates who attend the Skill Test should submit the Eye Fitness certificate in the form specified in **Annexure-H** to the 'Instructions to the candidates' duly obtained from the Ophthalmologist not below the rank of Assistant surgeon attached to the Government Hospital.

(C) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Villupuram or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO THE CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No**. 102/ 2024** DATED: 28.04.2024

Name of the District: **Villupuram**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Examiner, (ii) Reader (iii) Senior Bailiff and (iv) Junior Bailiff** in the Judicial Department of **Villupuram** District, Tamil Nadu.

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.
- The Judicial Department in the Villupuram District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode, viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Villupuram District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities, viz., Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes (Other than Backward Class Muslims) or Backward Class 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) 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/Union Territory candidates, i.e., except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination and Viva-voce would be held for the similar posts in the same Judicial District or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send the list of selected candidates to the Principal District Judge, Villupuram, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). [Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of Vacancies	Level of Pay	Scale of Pay (Revised)
1.	Examiner	17	8	Rs.19,500 - Rs.71,900/-
2.	Reader	2	8	Rs.19,500 - Rs.71,900/-
3.	Senior Bailiff	8	8	Rs.19,500 - Rs.71,900/-
4.	Junior Bailiff	21	7	Rs.19,000- Rs.69,900/-
Total		**48**		

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "Destitute Widow" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:-

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:-

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For National Cadet Corps:-

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service rendered as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) <u>Bonded Labourers etc.:</u>

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) <u>Discharged or temporary Government employees:</u>

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

<u>Explanation:</u> *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.* <u>(Section 61 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).</u>

(vi) <u>For certain category of candidates, who possess higher educational qualification</u>:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Class Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

<u>Explanation:</u> *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

<u>NOTE</u>: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification
Examiner	Must possess minimum General Educational Qualification, viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
Reader	
Senior Bailiff	
Junior Bailiff	

Note:-

1. Those who have not passed SSLC Examination or its equivalent are not eligible to apply, even if they possess a higher qualification.
2. ***Those who are applying for the post of 'Xerox Operator' should possess experience in operating the Xerox machine for a period of not less than 6 Months as on or before the date of Notification and such Experience Certificate should be uploaded at the time of applying through Online.***
3. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for the same in the form of Government Order (G.O.) issued on or before the date of this notification when called for, failing which, their applications will be summarily rejected after due process. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted for this recruitment.
4. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]

6. EXAMINATION FEE:-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption

(iii)	Differently Abled Persons and Destitute Widows of all communities: (a) For Differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming Age and Fee concession referred to above and other claims including Communal Reservation and other Reservation categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING:-

(i) The selected candidates shall be posted in the District applied. However, they are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

(ii) All the selected candidates of any of the above posts, should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.

8. SCHEME OF EXAMINATION:

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(170 Marks)**

(B) Viva-voce **(30 Marks)**

COMMON WRITTEN EXAMINATION:-

Written Examination will consist two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English	**50**	**50**	**20**	**3 hours**
Part 'B' General Studies, Aptitude and Mental Ability	**120**	**120**	**48**	

SYLLABUS

Part-A:	General Tamil (upto SSLC Standard as per Tamil Nadu State Government syllabus) **[**General English (upto SSLC Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	**General Studies, Aptitude and Mental Ability:-** Current affairs, General Science, History, Indian National Movement, Indian Polity, Simplification, Highest Common Factor (HCF), Lowest Common Multiple (LCM), Percentage, Ratio and Proportion, Simple Interest, Compound Interest, Area, Volume, Time and Work, Logical Reasoning, Puzzles, Dice, Visual Reasoning, Alpha Numeric Reasoning, Number Series. (upto SSLC Standard as per Tamil Nadu State Government syllabus.)

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part-'A' and Part – 'B'** together will be considered for shortlisting the candidates for Viva-voce based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English (SSLC standard) for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) VIVA-VOCE (30 marks) (Minimum qualifying marks:12)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) Common Written Examination and (b) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation, for each post separately.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:-

(i) Common Written Examination/ Viva-voce will be conducted within the Judicial District of Villupuram or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.

(ii) The dates of (a) Common Written Examination and (b) Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination and Viva-voce / Certificate verification.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the Candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

HIGH COURT, MADRAS
DATED: 28.04.2024

J. SELVANADHAN
REGISTRAR GENERAL (i/c) /
REGISTRAR (JUDICIAL)

ANNEXURE TO NOTIFICATION No. 102/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BC(M) - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium; EX-SER - Ex-Servicemen

DISTRIBUTION OF VACANCIES FOR THE POST OF EXAMINER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	1	0	1
2	GT (PSTM)	1	0	1
3	GT (W)	1	0	1
4	GT (BLINDNESS AND LOW VISION)*	1	0	1
5	GT (PRIORITY)	1	0	1
6	BC (OTHER THAN BCM)	1	0	1
7	BC (OTHER THAN BCM) (PSTM)	1	0	1
8	BC (OTHER THAN BCM) (W)	1	0	1
9	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
10	BC(M) (PRIORITY)	1	0	1
11	MBC/DC	1	0	1
12	MBC/DC (PSTM)	1	0	1
13	MBC/DC (W)	1	0	1
14	SC	1	0	1
15	SC (PSTM)	1	0	1
16	SC (W)	1	0	1
17	SC (W)(DW)	1	0	1
	TOTAL	**17**	**0**	**17**

DISTRIBUTION OF VACANCIES FOR THE POST OF READER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
2	MBC/DC (PRIORITY)	1	0	1
	TOTAL	**2**	**0**	**2**

DISTRIBUTION OF VACANCIES FOR THE POST OF SENIOR BAILIFF

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT(W)(PSTM)	1	0	1
2	GT(PSTM) (PRIORITY)	1	0	1
3	BC (OTHER THAN BCM)	1	0	1
4	BC (OTHER THAN BCM) (EX-SER)	1	0	1
5	MBC/DC	1	0	1
6	MBC/DC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY)	1	0	1
7	SC (PRIORITY)	1	0	1
8	SC(A) (PSTM)	1	0	1
	TOTAL	**8**	**0**	**8**

DISTRIBUTION OF VACANCIES FOR THE POST OF JUNIOR BAILIFF

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. of VACANCIES
1	GT	2	0	2
2	GT(PSTM)	1	0	1
3	GT (W)	1	0	1
4	GT (PRIORITY)	2	0	2
5	BC (OTHER THAN BCM)	3	0	3
6	BC (OTHER THAN BCM) (W)	2	0	2
7	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
8	MBC/DC	1	0	1
9	MBC/DC (PSTM)	1	0	1
10	MBC/DC (W)(PSTM)	1	0	1
11	MBC/DC (PRIORITY)	1	0	1
12	SC	1	0	1
13	SC (EX-SER)	1	0	1
14	SC (W)	1	0	1
15	SC(A)	1	0	1
16	ST (PSTM) (PRIORITY)	1	0	1
	TOTAL	**21**	**0**	**21**

NOTE: *As per G.O(MS) No.225, Home (Courts-V) Department, dated 15.06.2021, Blindness and Low vision is exempted from Judicial Department for the posts belonging to Group 'C' & 'D' Categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 171/2024 **DATED: 28.04.2024**

Name of the District: **VIRUDHUNAGAR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the posts of **(i) Cleanliness Worker, (ii) Watchman, (iii) Masalchi-cum-Night Watchman** and **(iv) Masalchi** in the Judicial Department of **VIRUDHUNAGAR** District, Tamil Nadu (Posts falling within Class-IV of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Virudhunagar District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Virudhunagar District 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.
e	The persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**

f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.
g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Virudhunagar, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India). **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay / Scale of Pay (Revised)
1.	Cleanliness Worker	4	Level – 1 Rs. 15,700/- - Rs. 58,100/-
2.	Watchman	5	
3.	Masalchi-cum-Night Watchman	1	
4.	Masalchi	6	

Note:-

1. The Government of Tamil Nadu in G.O. Ms.No.297, Home (Cts-III) Department, dated 05.04.2017 have issued orders changing the nomenclature of the post "Night Watchman" as **"Watchman"**.
2. The Government of Tamil Nadu in G.O. Ms.No. 136, Personnel and Administrative Reforms (F) Department, dated 18.12.2020 have issued orders changing the nomenclature of the posts viz., Cleaners, Sanitary Workers, Sweepers, Watchman-cum-Sweepers, Assistant Sweepers, Waterman-cum-Sweeper classified under Tamil Nadu Basic Service as **"Cleanliness Worker"**.

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure.

NOTE: The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990

3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "**Destitute Widow**" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen:

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (Other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or Destitute Widows of all castes, who passed Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation: *An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.*

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:

Must be able to read and write Tamil.

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

1	Applicants claiming age and Fee concession referred to above and other claims, including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.
4	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING & NATURE OF DUTIES:-

(a) All the selected candidates to any of the above posts will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms and lavatories etc. and spray disinfectant in the required places, depending on the need and exigency.

(b) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and the premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(c) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(d) Persons appointed as Gardener shall (i) water and feed plants, trim the trees and shrubs, prune, fertilize and mown lawns and clear walkways of debris and litter (ii) identify the pests and diseases of flower plants and fruit trees and (iii) do landscape gardening etc., besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(e) Persons appointed as Watchman shall (i) guard the Court premises and (ii) open and close Office rooms and court halls before and after working hours and to attend Watch and Ward duty, besides attending the duties specified in clauses (a) to (c) mentioned above, depending on the need and exigency.

(f) Persons appointed as Night Watchman-cum-Masalchi shall guard the Court premises and the Judicial Officers quarters during night hours besides attending to the domestic duties, as stated in clause (a) above, in the residences of the Judicial Officers in the morning hours.

(g) All the selected candidates to any of the above posts, should also attend all the duties assigned by their Superiors from time to time in a dedicated manner, even during Holidays and odd hours.

(h) The candidates must be free from contagious diseases.

(i) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:-

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test)	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A	General Tamil
Part-B	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part 'A'** and '**Part – B'** will be set in Tamil Language only**.**
(ii) **Part -'B'** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- A**.
(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1: 5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.
(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.
(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification].

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.

Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Virudhunagar or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J.SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.171/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Community; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow;

DISTRIBUTION OF VACANCIES FOR THE POST OF CLEANLINESS WORKER

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
2	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
3	MBC/DC (PRIORITY)	1	0	1
4	SC(A) (W) (DW) (PRIORITY)	1	0	1
	Total	**4**	**0**	**4**

DISTRIBUTION OF VACANCIES FOR THE POST OF WATCHMAN

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (W)	1	0	1
2	GT (PRIORITY)	1	0	1
3	BC (OTHERTHAN BCM) (W)	2	0	2
4	BC (OTHERTHAN BCM) (PRIORITY)	1	0	1
	Total	**5**	**0**	**5**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI-CUM-NIGHT WATCHMAN

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT (PRIORITY)	1	0	1
	Total	**1**	**0**	**1**

DISTRIBUTION OF VACANCIES FOR THE POST OF MASALCHI

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	**GT (BLINDNESS AND LOW VISION)***	0	2	2
2	BC (OTHER THAN BCM)	1	0	1
3	MBC/DC	1	0	1
2	MBC/DC(W)	0	1	1
4	MBC/DC (PRIORITY)	0	1	1
	Total	**2**	**4**	**6**

NOTE:

*As per G.O.(Ms)No.225, Home (Courts-V)Department, dated 15.06.2021 **Blindness & Low Vision** is exempted to Judicial Department for the posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.

JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No.140/2024 **DATED: 28.04.2024**

Name of the District: **VIRUDHUNAGAR**

Date of Notification	**28.04.2024**
Last date for submission of Online Applications	**27.05.2024**
Last date for remittance of Fee through Bank	**29.05.2024**

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Office Assistant** in the Judicial Department of **VIRUDHUNAGAR** District, Tamil Nadu (Posts falling within Class-III of the Special Rules for Tamil Nadu Basic Service).

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.
- The Judicial Department in the Virudhunagar District and the Judicial Recruitment Cell, High Court, Madras, will not be responsible or liable, in any way, 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 like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- Applicants are solely responsible for their claims made 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. Applicants are advised to check the filled in online application before finally submitting the same.

NOTE:-

Persons with Blindness and Low vision are not eligible to apply for the aforesaid posts. [Refer G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

IMPORTANT INFORMATION TO CANDIDATES

a	Pursuant to the directions of the Hon'ble Supreme Court in *Renu and others vs. District and Sessions Judge, Tis Hazari* [(2014) 14 SCC 50], the Government of Tamil Nadu issued orders in G.O.Ms.No.2121, Home (Courts-1) Department, dated 25.10.2018 for creation of the Judicial Recruitment Cell, High Court, Madras and has accorded "No Objection" for recruitment of staff members to the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission. Accordingly, the Judicial Recruitment Cell, High Court, Madras has taken up the direct recruitment process for various posts in the Subordinate Judicial Service in the State of Tamil Nadu, which are outside the purview of the Tamil Nadu Public Service Commission, by issuing separate notifications.
b	Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
c	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the posts online and not to apply through smart phone or tab (since the application module is compatible only for desktop or laptop).
d	Mere registration in any Judicial District will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras or the Judicial Department, Virudhunagar District 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.
e	The persons belonging to the State of Tamil Nadu belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes (Other than Backward Class Muslims) or 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) 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States /Union Territories and without paying prescribed fee and who are age barred, will be summarily rejected and no correspondence in this regard will be entertained.**
f	If the candidate had applied for the posts by suppression / providing wrong information, he/she will be disqualified from participating in the selection process at any stage and after selection, if the same is found, his/her participation/continuation in selection process/appointment/employment is based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras/Appointing Authority.

g	Since separate Notifications for various posts in each Judicial District have been issued, the candidates are advised to apply for similar posts in any one of the Judicial Districts of his/her choice, as the Common Written Examination, Skill Test and Viva-voce for the similar posts in all the Judicial Districts may be held either in the same Judicial District or any other place, as may be decided by the Judicial Recruitment Cell, High Court Madras, on the same day. **After selection and allotment to particular Judicial District, any request regarding transfer to another Judicial District will not be entertained.** The nature of work would demand the candidate selected to stay in the districts applied and cannot stay out of district. Therefore, candidates are advised to be cautious while choosing the Judicial District.
h	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
i	After such final selection of the candidates as per merit and communal roster for each category of posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Principal District Judge, Virudhunagar, for issuing necessary orders of appointment through the respective Appointing Authorities.
j	Persons with disability (other than those affected by blindness and low vision)**,** on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging his/her duties and they also satisfy the Appointing Authority that his/her disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted for 'Common Written Examination" as per "Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021". Additional time of twenty Minutes (20 minutes) per hour is allowed to candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Written Examination. The candidates who opt for scribe assistance should upload the certificate in the form specified in **Annexure-I** to the 'Instructions to the candidates' regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.
k	In the final selection, other things being equal, preference shall be given to the outstanding scouts for appointment. ("Outstanding Scout" means a Scout who has received the award of the President of India) **[Section 16 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].**
l	Applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.

2. NAME OF THE POST, NUMBER OF VACANCIES AND SCALE OF PAY:

Name of the Post	Total No. of vacancies	Level of Pay / Scale of Pay (Revised)
Office Assistant	41	Level – 1 Rs.15,700/- – Rs. 58,100/-

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalization of selection.

4. AGE (as on 01.07.2024):-

Candidates should not have been born after 01.07.2006 and should have attained 18 years of age as on 01.07.2024.

Sl. No.	Category of Applicant	Maximum Age (should not have completed)	Candidates should not have been born on or before
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	37 years**	01.07.1987
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Class Muslims) and Backward Class Muslims.	34 years**	01.07.1990
3.	For Others /Unreserved Categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	32 years**	01.07.1992

Note:

(i) **"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.

(ii) Applicants claiming to be a "**Destitute Widow**" should possess the "Destitute Widow Certificate" obtained from Revenue Divisional Officer/Sub Collector/Assistant Collector **on or before the date of Notification,** whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). Applicants who are possessing the "Destitute Widow Certificate" as on the date of Notification are alone eligible to

claim fee exemption. A divorcee cannot claim reservation under Destitute Widow category. Candidates who are possessing only "Widow Certificate" are not eligible to claim fee exemption and reservation under the Destitute Widow category.

The maximum age stated above is not applicable to the following category of candidates:

(i) For Differently Abled Persons (Other than Blindness and Low vision)*:

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 fully suitable and the disability is not such as would render him / her incapable of efficiently discharging the duties of the post for which he/she is selected.

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.

[*G.O.(Ms).No.225, Home (Courts-V) Department, dated 15.06.2021]

(ii) For Ex-servicemen

(a) The maximum age limit is 55 Years** for those, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(b) The maximum age limit is 50 years** for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2024.

(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 to the candidates']

(iii) For Ex-NCC cadets:

Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed in their favour if they are otherwise found to be suitable.

(iv) Bonded Labourers etc.:

Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply, if they do not complete **42 years**** of age as on 01.07.2024. They shall produce a certificate in the form specified in the **Annexure-F** to the 'Instructions to the candidates', from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

(v) Discharged or temporary Government employees:

Discharged or temporary Government employees who have not completed 42 years** of age as on 01.07.2024, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) upto the date of the Notification.

Explanation: *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).

(vi) For certain category of candidates, who possess higher educational qualification:

The maximum age limit prescribed above does not apply to the applicants belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Classes (other than Backward Class Muslims), Backward Classes Muslims, Most Backward Classes and Denotified Communities or of Destitute Widows of all castes, who passed in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government or any other State Government or the Central Government.

[See Explanation-II to Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation:

An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to have passed the above examinations.

****For direct recruitments, maximum age limit has been increased for two years vide G.O. (Ms.) No. 91, Human Resources Management (S) Department, dated 13.09.2021.**

NOTE: However, the candidate should not have completed 60 years of age either on the date of Notification or at the time of Selection / Appointment to the post.

5. EDUCATIONAL QUALIFICATION:-

Name of the Post	Qualification	Preference
Office Assistant	**Academic Qualification:-** Pass in VIII Standard or its equivalent on the date of notification. **Special Qualification:-** Must be able to ride a bicycle.	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

1. As per Section 21 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, no person shall be eligible for appointment to any service by direct recruitment unless he/she has adequate knowledge of the official language of the State, namely, Tamil.
   [For further details refer 'Qualification in Tamil' in "Instructions to the Candidates"]
2. The above educational qualification is not applicable to ex-serviceman. However, they shall be able to read and write in Tamil. [See Rule 5(2)(b) of the Tamil Nadu Basic Service Rules.]

6. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	Backward Classes (Other than Backward class Muslims) / Backward Class Muslims / Most Backward Classes / Denotified Communities / Others	Rs.500/- for each post
(ii)	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes (Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector on or before the Date of Notification.	Total Exemption

Note:

(1)	Applicants claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the online 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 / suppression of information for fee concession, reservation and age relaxation will be rejected at any stage of selection.
(3)	The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.

(4)	**If a candidate fails to produce the required documents within 72 hours of intimation, he / she shall not be entitled for any further extension of time and his/ her claim based on such document shall not be entertained.**

7. PLACE OF POSTING AND NATURE OF DUTIES:

(i) The selected candidates to the Post, will be deputed to the Court to do Office work or to the residences of the Judicial Officers to attend all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms & lavatories etc., and spray disinfectant in the required places and also gardening work, depending on the need and exigency.

(ii) They should sweep and clean Chambers, Court Halls, Office Rooms, Court veranda, Record room and other premises of the Court Buildings and also clean fixtures, fittings therein and vehicles.

(iii) They should remove cobweb from walls, furniture, ceilings, etc. in the court premises.

(iv) **They should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.**

(v) The candidates must be free from contagious diseases.

(vi) The selected candidates are liable to be transferred from the office of one Court to the office of other Court, depending on the administrative needs and exigencies at any point of time.

8. SCHEME OF EXAMINATION:-

The selection of candidates will be based on

(A) Common Written examination (Objective Type) (OMR Method) **(100 Marks)**
(B) Skill Test **(70 Marks)**
(C) Viva-voce **(30 Marks)**

(A) COMMON WRITTEN EXAMINATION:

Common Written Examination will consist of two Parts, viz. Part- 'A' and Part – 'B'.

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
Part 'A' General Tamil (Tamil Eligibility Test) **FOR PHYSICALLY CHALLENGED CANDIDATES:** Only for the Physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English.	**50**	**50**	**20**	**2 hours**
PART – 'B' General knowledge	**50**	**50**	**20**	

SYLLABUS:-

Part-A:	General Tamil (upto VIII Standard as per Tamil Nadu State Government syllabus). **[**General English (upto VIII Standard as per Tamil Nadu State Government syllabus)* **- for physically challenged candidates who have opted for General English]** *Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.
Part-B :	Current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and service, food production, gardening skills, water conservation, basic principles of guarding house/office etc.

Note:-

(i) The questions in **Part - 'A'** will be in Tamil Language.
*For Physically challenged candidates, it will be set either in Tamil or in English language as per their option.
The questions in **Part – 'B'** will be in bilingual. (Both in English and Tamil Language).

(ii) **Part -'B'** will be evaluated, only if the candidate secures minimum qualifying marks of **40% (i.e., 20 Marks) in Part- 'A'**.

(iii) Marks secured in **Part 'A'** and **Part – 'B'** together will be considered for shortlisting the candidates for Skill Test based on the rule of reservation.

(iv) As per **G.O. (Ms.) No.49, Human Resources (M) Department, dated 23.05.2022**, the Government has granted exemption in writing the Tamil Eligibility Test for the physically challenged candidates, who have studied in English medium. Hence, test will be conducted in General English for those who have opted for the same. This is applicable to the persons having disability below 40% also.

(B) SKILL TEST (70 Marks) (Minimum qualifying marks: 28 marks):

(i) The candidates shortlisted, as per merit, will be called for Skill Test, in the ratio of 1:5 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Skill Test.

(ii) The method of Skill Test, date and venue will be intimated to the eligible candidates. The venue for skill test will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

(iii) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination, will be called for Skill Test, to test their knowledge in office maintenance, House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding the house/office etc.

(C) VIVA-VOCE (30 Marks) (Minimum qualifying marks: 12 marks)

(i) The candidates shortlisted, as per merit based on the marks secured in the Common Written Examination and Skill Test, will be called for Viva-voce, in the ratio of 1: 3 or such number as may be decided by the Judicial Recruitment Cell, High Court. However, in each reservation group, all the candidates who secure the same mark will be called for Viva-voce. At the time of Viva-voce, certificate verification will be done.

(ii) The date and venue will be intimated to the eligible candidates. The venue for Viva-voce/ Certificate Verification will be held at Chennai or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.

Note:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:2** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Viva-voce therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *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 Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

The object of Viva-voce is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

[In the Viva-voce, 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 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/her personal file or record sheet or any other record showing his/her work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]

9. PREPARATION OF SELECTION LIST:

(i) The final Selection list will be made on the basis of combined marks secured by the candidates in (a) **'Part-A'** and **'Part-B'** of the Common Written Examination, (b) Skill Test and (c) Viva-voce.

(ii) The final selection list will be hosted in the Recruitment Portal of the Madras High Court, based on the merit and rule of reservation.
Final Selection shall be decided only after scrutiny and verification of original documents/testimonials produced.

10. EXAMINATION CENTRES:

(i) Common Written Examination / Skill Test / Viva-voce will be conducted within the Judicial District of Virudhunagar or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras

(ii) The dates of Common Written Examination, Skill Test and Viva-voce will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras https://www.mhc.tn.gov.in and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

(iii) No TA/DA will be paid to the candidates to appear for the Common Written Examination, Skill Test and Viva-voce.

11. INSTRUCTIONS TO CANDIDATES:

(i) 'Common Instructions to the candidates' 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 'Common Instructions to the candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

(ii) The 'Notification' and 'Common Instructions to the candidates' are made available to the candidates both in English and Tamil. In case of any inconsistency between English and Tamil versions, the **English version will prevail over the Tamil version.**

J. SELVANADHAN
REGISTRAR GENERAL(i/c) /
REGISTRAR (JUDICIAL)

HIGH COURT, MADRAS
DATED: 28.04.2024

ANNEXURE TO NOTIFICATION No.140/2024

Abbreviations used in the Annexure: GT- General Turn; BC - Backward Classes; BCM - Backward Class Muslims; MBC/DC - Most Backward Classes/Denotified Community; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars); ST - Scheduled Tribes; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium;

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S.No.	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL No. OF VACANCIES
1	GT	4	0	4
2	GT (PSTM)	2	0	2
3	GT (W)	3	0	3
4	GT (W) (PSTM)	1	0	1
5	GT (PRIORITY)	3	0	3
6	BC (OTHER THAN BCM)	4	0	4
7	BC (OTHER THAN BCM) (PSTM)	1	0	1
8	BC (OTHER THAN BCM) (W)	1	0	1
9	BC (OTHER THAN BCM) (W) (PSTM)	1	0	1
10	BC (OTHER THAN BCM) (W) (DW)	1	0	1
11	**BC (OTHER THAN BCM) (BLINDNESS AND LOW VISION)***	0	1	1
12	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
13	BC (OTHER THAN BCM) (PSTM) (PRIORITY)	1	0	1
14	BC (OTHER THAN BCM) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)	0	1	1
15	BC(M) (W)	1	0	1
16	BC(M) (W) (DW)	1	0	1
17	MBC/DC	3	0	3
18	MBC/DC (PSTM)	1	0	1
19	MBC/DC (W)	1	0	1

20	MBC/DC (W) (PSTM)	1	0	1
21	SC	2	0	2
22	SC(W)	2	0	2
23	SC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY) (PRIORITY)	1	0	1
24	SC(A)	1	0	1
25	ST	1	0	1
26	ST (PSTM) (PRIORITY)	1	0	1
	Total	**39**	**2**	**41**

NOTE :

*As per G.O.(Ms)No.225, Home (Courts-V)Department, dated 15.06.2021 **Blindness & Low Vision** is exempted to Judicial Department for the posts belonging to Group 'C' and 'D' categories, subject to the condition that the reservation shall be allotted among other categories of differently abled persons.