



HIGH COURT OF MADRAS

NOTIFICATION No.2/2024

DATED: 15/01/2024

Date of Notification	15/01/2024
Last date for submission of Online Applications	13/02/2024
Last date for remittance of fee through Bank	15/02/2024

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** (<https://www.mhc.tn.gov.in>) for direct recruitment to the posts of (i) **TYPIST**, (ii) **TELEPHONE OPERATOR**, (iii) **CASHIER** and (iv) **XEROX OPERATOR** in the Madras High Court Service.

Note:-

(a)	Applications submitted through https://www.mhc.tn.gov.in <u>WILL ALONE BE</u> accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, hand delivery etc., will not be entertained under any circumstances or for any reason. No correspondence in this regard will be entertained, under any circumstances.
(b)	Before filling the online applications, the applicants are advised to go through the 'Notification' and 'Common Instructions to Candidates' available in the Recruitment Portal of the High Court, Madras (https://www.mhc.tn.gov.in) thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and are not disqualified for appointment.
(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)	Applicants who are eligible and willing to apply for all the posts, need not apply separately for each post. However, they can choose the name of the post/s applying for in the application. Non-exempted category candidates shall pay separate fee for each post.
(e)	If the candidate is found not eligible to apply for any of the above post/s, he / she will be disqualified from participating in the selection process of the High Court for the said posts at any stage of the selection process.

(f)	Mere Registering will not be considered as an application for any post. The Judicial Recruitment Cell, High Court, Madras will not be responsible for any consequences arising due to furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application for this recruitment.
(g)	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 the posts notified above. No correspondence will be entertained in this regard.
(h)	Candidates are required to apply for the desired post / posts only once to avoid multiple registration / application issues. The Judicial Recruitment Cell, High Court, Madras will not be responsible for the problems arising out of the multiple applications submitted by the candidates. Therefore, the candidates are required to exercise caution while applying for the post / posts.

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 Recruitment Cell, High Court, Madras will not be responsible or liable for any loss that may be occasioned to any applicant, on account of indulging in such activity with such unscrupulous elements.
❖	Candidates indulging in unfair means, by approaching the Recruitment Body either in person or through anyone will be disqualified from appointment.
❖	Applicants are solely responsible for their claims made in online application. They cannot blame the service provider like internet café / browsing centre / Common Service Centres for the mistakes made while applying online for recruitment. The online applications once finally submitted cannot be edited. <u>Hence, applicants are strictly cautioned to verify the filled in online applications carefully, before finally submitting the same.</u>

1. NUMBER OF VACANCIES AND SCALE OF PAY:

Sl.No.	NAME OF THE POST	SCALE OF PAY	NO. OF VACANCIES
1	Typist	Rs.19,500 - 71,900/- + Spl. Pay	22
2	Telephone Operator	Rs.19,500 – 71,900/- + Spl. Pay	1
3	Cashier	Rs.19,500 – 71,900/-	2
4	Xerox Operator	Rs.16,600 – 60,800/-	8

2. DISTRIBUTION OF VACANCIES:-

Typist	As provided in the Annexure
Telephone Operator	
Cashier	
Xerox Operator	

NOTE:

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

3. QUALIFICATION:-

(A) AGE (as on 01.07.2024):-

Sl. No.	Category of Applicant	Minimum Age (should have completed)	Maximum Age (should not have completed)
1.	For reserved categories i.e. SC / SC(A) / ST / MBC & DC / BC / BCM	18 years	37 years *
2.	For Others / Unreserved categories [i.e., Applicants not belonging to SC / SC(A) / ST / MBC & DC / BC and BCM] [Persons belonging to other States / Union Territories i.e. except the State of Tamil Nadu and the Union Territory of Puducherry, will be treated only as "Unreserved category candidates"]	18 years	32 years *
3.	For In-Service candidates ["In Service candidate" means – Fulltime member or approved / unapproved probationer of the Madras High Court Service or Tamil Nadu Judicial Ministerial Service.]	18 years	47 years *

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

* For direct recruitments, maximum age limit has been increased by 2 years, vide G.O. (Ms). No.91, Human Resources Management (S) Department, dated 13.09.2021.

Explanation-

- (i) Candidates should not have been born after **01.07.2006** and should not have been born before:
 - a) **02.07.1987** (in case of reserved categories viz., SC / SC(A) / ST / MBC&DC / BC / BCM)

- b) **02.07.1992** (in case of ‘Others’ i.e., unreserved category candidates / Candidates from other States / Union Territories)
- c) **02.07.1977** (in case of ‘In-service’ candidates).
- (ii) The persons belonging to State of Tamil Nadu / Union Territory of Puducherry and belonging to one of the communities viz., Scheduled Castes or Scheduled Caste (Arunthathians) or Scheduled Tribes or Most Backward Classes & Denotified Communities or Backward Classes and Backward Classes (Muslims), as the case may be, will alone be treated as belonging to the respective communities. The persons belonging to other States / Union Territories (i.e. except State of Tamil Nadu and Union Territory of Puducherry) will be treated only as ‘Unreserved Category candidates’, even though they 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. **Applicants from other States / other Union Territories i.e. except State of Tamil Nadu and Union Territory of Puducherry, who have applied by citing their communal status in their respective States / Union Territories and without paying required fee and who are age barred (if they have completed 32 years* of age as on 1.7.2024) will be summarily rejected and no correspondence in this regard will be entertained.**
- (iii) The maximum age stated above is not applicable to the following category of candidates:-
- (a) For Differently Abled Persons:-**
- Persons with benchmark disability (**i.e. the disability should not be less than 40%**) will be eligible for age concession upto 10 years over and above the age limit prescribed, provided they are found to be otherwise suitable. Such applicants should produce 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. No scribe assistance will be allowed to the above said examination.
- (b) 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(h) of the 'Instructions to the Candidates']

(c) 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 service) 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.*

* For direct recruitments, maximum age limit has been increased by 2 years, vide G.O. (Ms). No.91, Human Resources Management (S) Department, dated 13.09.2021.

(iv) No special age concession is applicable for Destitute Widow.

(v) The applicants who are full time members or approved / unapproved probationers in the Madras High Court Service or Tamil Nadu Judicial Ministerial Service should obtain "No Objection Certificate" from their Head of Department / Appointing Authority, as prescribed in **Annexure-B of the Common Instructions to Candidates**, subsequent to this Notification and shall upload the same at the time of applying. Failure to upload the '**No Objection Certificate**', will lead to rejection of their application. However, such candidates need not submit their applications through proper channel and they can submit their on-line applications directly.

(B) EDUCATIONAL AND TECHNICAL QUALIFICATIONS:

Sl. No	Name of the Post	Educational / Technical Qualifications
1.	Typist	a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10+2+3 or 11+1+3 pattern. b) Must have passed the Government Technical Examination in Typewriting by the Higher Grade in Tamil and English. c) Must have passed the Certificate Course in Computer on Office Automation,

		<p>conducted by the Directorate of Technical Education.</p> <p><u>Note:-</u></p> <p>(i) Candidates who do not possess the qualification i.e., Certificate Course in Computer on Office Automation may also apply for appointment by direct recruitment. If selected, they should acquire such qualification within the period of their probation.</p> <p>(ii) Those who possess Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grant Commission / All India Council for Technical Education / Directorate of Technical Education (or) an equivalent body are exempted from passing the “Certificate Course in Computer on Office Automation” conducted by the Directorate of Technical Education.</p>
2.	Telephone Operator	Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a recognized University in Indian Union, in 10+2+3 or 11+1+3 pattern.
3.	Cashier	
4.	Xerox Operator	

Note:-

For the post of ‘**Cashier**’, the selected candidates should deposit security / execute bond for a sum of Rs.5,000/- (Rupees five thousand only) in favour of the Registrar General, High Court, Madras. (as per Rule 7(e) of the Madras High Court Service Rules, 2015)

4. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	BC / BCM / MBC & DC / Others / UR	Rs.500/- for each post
(ii)	SC / SC(A) / ST (Fee exemption is applicable only to SC / SC (A) /ST candidates belonging to the State of Tamil Nadu / Union Territory of Puducherry)	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 Revenue Divisional Officer / Sub Collector / Assistant Collector.	Total Exemption

Note:

- i. **Persons claiming Fee concession referred to above and other claims made in the application, have to upload evidence for such claims along with their online application otherwise, their applications will be summarily rejected and no correspondence in this regard will be entertained.**
- ii. **The application of the candidate, who makes false claim/suppression of information for fee concession or age relaxation or any other benefits, will be rejected at any stage of selection.**
- iii. **The fees once paid will not be refunded to the applicants under any circumstances.**
- iv. **If a candidate fails to upload the required documents within 72 hours of intimation to produce the same, he/ she shall not be entitled for any further extension of time to produce the same and his / her claim based on such document shall not be entertained.**

5. MODE OF SELECTION:-

The selection of candidates will be based on the following manner:-

FOR THE POST OF TYPIST:-

(a) Common Written Examination (b) Skill Test and (c) Viva-voce.

FOR THE POSTS OF TELEPHONE OPERATOR, CASHIER AND XEROX OPERATOR:-

(a) Common Written Examination and (b) Viva-voce.

(A) COMMON WRITTEN EXAMINATION FOR THE POSTS OF (i) TYPIST, (ii) TELEPHONE OPERATOR (iii) CASHIER AND (iv) XEROX OPERATOR: (MAXIMUM MARKS: 125)

The Common Written Examination will consist of **125** multiple choice questions (**objective type**) in OMR Answer Sheets. Each question will carry one mark. Duration: **150** Minutes. The question paper will consists of two parts, viz. PART- A and PART- B:

Subject	Total No. of Questions	Total Marks	Minimum Qualifying Marks	Duration
<p><u>PART-A</u></p> <p>Tamil Eligibility Test [Refer G.O.Ms.No.133, Human Resources (M) Department, dated 01.12.2021.]</p> <p><u>FOR DIFFERENTLY ABLED CANDIDATES:</u></p> <p>Only for the Differently abled candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English. (Upto SSLC Standard as per Tamil Nadu State Government syllabus).</p>	50	50	20	150 Minutes
<p><u>PART-B:</u></p> <p>General Knowledge, Aptitude and Mental Ability, etc.</p>	75	75	30	

SYLLABUS

PART-A:	<p>General Tamil (Upto SSLC Standard as per Tamil Nadu State Government syllabus) (For 50 Marks)</p> <p>General English (Upto SSLC Standard as per Tamil Nadu State Government syllabus)** [for Differently abled candidates who have opted for General English]</p> <p>**Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022.</p>	Minimum Qualifying Marks: 20		
PART-B:	<table style="border: none;"> <tr> <td style="border: none;"> (i) General Knowledge, (ii) Numerical and Mental Ability (iii) Analytical and Reasoning Skills (iv) General Intelligence (v) Basic knowledge in Computers </td> <td style="border: none; vertical-align: middle;"> } Degree standard (In all, for 75 Marks) </td> </tr> </table>	(i) General Knowledge, (ii) Numerical and Mental Ability (iii) Analytical and Reasoning Skills (iv) General Intelligence (v) Basic knowledge in Computers	} Degree standard (In all, for 75 Marks)	Minimum Qualifying Marks: 30
(i) General Knowledge, (ii) Numerical and Mental Ability (iii) Analytical and Reasoning Skills (iv) General Intelligence (v) Basic knowledge in Computers	} Degree standard (In all, for 75 Marks)			

Note:

- The questions in Part – 'A' will be in Tamil Language.
** For Differently abled candidates, it will be set either in Tamil or in English language as per their option.
- The questions in Part- 'B' will be bi-lingual i.e. both in English and Tamil. In case of any inconsistency between English and Tamil versions of the questions, the English version will prevail over the Tamil version.
- **Part - 'B' will be evaluated, only if the candidate secures minimum qualifying marks of 40% (i.e.) 20 Marks in Part – 'A'.**
- Marks secured in Part – 'B' only will be considered for shortlisting the candidates for next stage of selection process, i.e, Skill Test for the post of Typist and Viva-voce for the posts of Telephone Operator, Cashier and Xerox Operator, based on the rule of reservation.
- 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 Differently abled 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. SKILL TEST FOR THE POST OF TYPIST:-

The candidates for Skill Test will be shortlisted, based on merit in the Common Written Examination, at a ratio 1 : 5 or such number as may be decided by the Hon'ble High Court, following the rule of reservation. However, in each reservation group, all the candidates, who secure the same mark as that of the cut-off mark for their reservation group, in the Common Written Examination, will be admitted for Skill Test. Therefore, mere securing the minimum qualifying marks in the Common Written Examination will not confer any right on the candidate to get qualified for the Skill Test.

- a) **Basic Computer Skill Test:-** Maximum Marks: **75**. Minimum Qualifying Marks: **34**. Duration: **90** Minutes.

(The basic computer knowledge of the candidates will be tested practically in Wipro Open Office, Microsoft Office –Word, Excel, Power Point, DTP works etc.).

- b) **Typing Test:-**

(i) English Typewriting Test (45 words per minute).

Duration : **10 minutes**. Maximum marks: **100**.

Minimum Qualifying Marks : **45**

(ii) Tamil Typewriting Test (45 words per minute).

Duration : **10 minutes**. Maximum marks: **100**.

Minimum Qualifying Marks : **45**

Note: -

Typewriting skill will be tested only on Computers in the High Court premises at the Principal Seat at Madras or as may be decided by the High Court. Computers will be provided by the High Court. For Tamil typewriting test on computers, only 'MCL BHARATHI' font is permitted. Therefore, candidates are advised to practice Tamil typewriting only in MCL BHARATHI font for their convenience in the skill test.

Any representation from candidates for changing the date of examination / selection process, change of examination centre, relaxation of conditions mentioned in the advertisement or exam related direction or guidelines or minimum marks or qualification / requirement etc. or revaluation / re-totalling will not be entertained, under any circumstances.

(C) VIVA-VOCE TEST FOR THE POSTS OF (i) TYPIST, (ii) TELEPHONE OPERATOR, (iii) CASHIER AND (iv) XEROX OPERATOR:
(MAXIMUM MARKS: 15) (MINIMUM QUALIFYING MARKS: 5)

(i) FOR THE POST OF TYPIST:

- For Viva-voce, the candidates will be shortlisted as per merit based on the marks secured by them in the (a) Common Written Examination and (b) Skill Test, in the ratio of 1:2 or 1:3 or such ratio as may be decided by the Hon'ble High Court with reference to the number of vacancies from and out of the qualified candidates in the Skill Test, following the rule of reservation.

(ii) FOR THE POSTS OF TELEPHONE OPERATOR, CASHIER AND XEROX OPERATOR:

- For Viva-voce, the candidates will be shortlisted as per merit based on the marks secured by them in the Common Written Examination in the ratio of 1:2 or 1:3 or such ratio as may be decided by the Hon'ble High Court with reference to the number of vacancies from and out of the qualified candidates in Common Written Examination, following the rule of reservation, for each post separately.
- **Before Viva-voce, the candidates shortlisted for the post of Xerox Operator, will be tested on their skill to operate the Xerox Machine, as part of Viva-voce.**

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

6. METHOD OF EVALUATION OF TYPING TEST:

Evaluation of Typing Test papers will be done as per the scheme of evaluation for Typewriting exam issued by the Directorate of Technical Education, Tamil Nadu.

7. PREPARATION OF SELECTION LIST:

- (a) For the post of Typist, selection of candidates will be made on the basis of combined marks secured by the candidates in all the three stages i.e., (a) Common Written Examination, (b) Skill Test and (c) Viva-voce as per the merit by following the Rule of reservation.

(b) For the posts of (i) Telephone Operator, (ii) Cashier and (iii) Xerox Operator, selection of the candidates will be made on the basis of combined marks secured by the candidates in the two stages i.e., (a) Common written examination and (b) Viva-voce, as per the merit by following the Rule of reservation.

8. PLACE OF POSTING:-

The selected candidates will be posted either in the Principal Seat at Madras or at Madurai Bench of the Madras High Court or Tamil Nadu State Judicial Academy, Chennai or Regional Centre of Tamil Nadu State Judicial Academy at Coimbatore or Madurai and are also liable to be transferred from one place to another at any time, depending on the administrative needs and exigencies.

9. EXAMINATION CENTRES:-

- a) The Common Written Examination will be held at Chennai and/or any other place as may be decided by the Madras High Court. Request for change of venue will not be entertained under any circumstances.
- b) The Skill Test and the Viva-voce will be held to the eligible candidates after the Common written examination at Chennai and the dates of the same will be published in the recruitment portal of the High Court, Madras.
- c) 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.
- d) No TA/DA will be paid to the candidates to appear for the (a) Common written examination, (b) Skill Test and (c) Viva-voce.

HIGH COURT, MADRAS
DATED:15/01/2024

M. JOTHIRAMAN.
REGISTRAR GENERAL

ANNEXURE TO NOTIFICATION NO.2/2024**DISTRIBUTION OF VACANCIES FOR THE POST OF TYPIST**

Sl. No.	Category	Backlog Vacancies	No. of Vacancies	Total Vacancies
1	GT	0	2	2
2	GT (W)	0	1	1
3	GT (W) (BLINDNESS AND LOW VISION)	1	0	1
4	GT (DEAF AND HARD OF HEARING)	1	0	1
5	GT (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY))	1	0	1
6	GT (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES)	1	0	1
7	BC (OTHER THAN BCM)	0	2	2
8	BC (OTHER THAN BCM) (DEAF AND HARD OF HEARING)	1	0	1
9	BC (OTHER THAN BCM) (LOCOMOTOR DISABILITY (INCLUDING CEREBAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY))	1	0	1
10	BC(M)	0	1	1
11	BC(M) (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS AND MUSCULAR DYSTROPHY))	1	0	1
12	MBC/DC	0	1	1
13	MBC/DC (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES)	1	0	1
14	MBC/DC (W) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES)	1	0	1
15	SC (BLINDNESS AND LOW VISION)	1	0	1
16	SC (DEAF AND HARD OF HEARING)	1	0	1
17	SC(A) (W)	0	1	1

Sl. No.	Category	Backlog Vacancies	No. of Vacancies	Total Vacancies
18	SC(A) (BLINDNESS AND LOW VISION)	1	0	1
19	ST	1	0	1
20	ST (W) (DW) (PSTM)	1	0	1
	TOTAL	14	8	22

**DISTRIBUTION OF VACANCIES FOR THE POST OF
TELEPHONE OPERATOR**

Sl.No.	Category	No. of vacancy
1	GT	1
	TOTAL	1

DISTRIBUTION OF VACANCIES FOR THE POST OF CASHIER

Sl.No.	Category	No. of vacancies
1	BC (OTHER THAN BCM)	1
2	MBC/DC	1
	TOTAL	2

DISTRIBUTION OF VACANCIES FOR THE POST OF XEROX OPERATOR

Sl.No.	Category	No. of vacancies
1	GT	1
2	GT (W)	1
3	BC (OTHER THAN BCM)	1
4	BC (OTHER THAN BCM) (W)	1
5	BC(M)	1
6	MBC/DC (PSTM)	1
7	SC	1
8	SC (PSTM)	1
	TOTAL	8
