



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 <i>Renu and others vs. District and Sessions Judge, Tis Hazari</i> [(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 (Arunthathiar) 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	<p><u>Academic Qualification:-</u> Pass in VIII Standard or its equivalent on the date of notification.</p> <p><u>Special Qualification:-</u> Must be able to ride a bicycle.</p>	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

Note:-

- 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"]
- 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
<u>Part 'A'</u> General Tamil (Tamil Eligibility Test) <u>FOR PHYSICALLY CHALLENGED CANDIDATES:</u> 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
<u>PART – 'B'</u> 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.**

**HIGH COURT, MADRAS
DATED:28.04.2024**

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

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