



HIGH COURT OF MADRAS

**INSTRUCTIONS TO CANDIDATES
APPLYING FOR THE POSTS OF**

- (i) PERSONAL ASSISTANT TO THE HONOURABLE JUDGES,
(ii) PERSONAL ASSISTANT (TO THE REGISTRARS), AND
(iii) PERSONAL CLERK (TO THE DEPUTY REGISTRARS)**

1. ELIGIBILITY

(a)	The applicant must be a citizen of India
(b)	The conduct, character and antecedents of the applicant must be good and suitable in all respects for appointment to the service. The applicant must produce a certificate of character and conduct from two responsible persons not related to him, in the format prescribed in Annexure-A . The said certificate should be obtained only after the date of publication of the Notification. The persons certifying shall be residing / working in the locality where the candidate resides / works and are well acquainted with the applicant in his / her personal life. Note: The persons certifying need not be a Gazetted Officer or a Government Servant or a Judicial Officer.
(c)	The applicant must be a person of sound health and clean habits. No person will be appointed as a member of the Service unless he is in good mental and physical health except a person who is claiming reservation under 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT', 2016.
(d)	The applicant shall obtain and submit Experience Certificate in the format prescribed in Annexure-C from the employer/office under whom he is working / worked and gained experience, if he has any such work experience.

2. DISQUALIFICATION FOR APPOINTMENT:

No person shall be eligible for appointment and continue in service:

(a)	unless he/she satisfies—
(i)	that his character and antecedents are such as to qualify him for such service;
(ii)	that such a person does not have more than one wife living or if such a person is a woman, that she is not married to any person who has a wife living
(OR)	
(b)	If he/she was dismissed or removed on stigmatic termination of service by

	Central Government or High Court or any State Government or Statutory or Local authority or from any employment (or)
(c)	If a candidate after being selected in any Service, has been discharged/removed from such service or convicted/acquitted/discharged of any offence or if a candidate who is or has been temporarily or permanently debarred or disqualified by the Judicial Recruitment Cell, High Court, Madras or the Union Public Service Commission or any State Public Service Commission or any other Recruitment Agency, Board or Commission, from appearing for examinations/interview or selections conducted by it, which in the opinion of the Judicial Recruitment Cell, High Court, Madras, is not suitable for appointment (or)
(d)	If any disciplinary proceedings initiated or penalty or punishment has been imposed or contemplated by any Disciplinary authority or court, which in the opinion of the Judicial Recruitment Cell, High Court, Madras renders him unsuitable for appointment (or)
(e)	If, he/she influences or attempts to influence, or obtains or attempts to obtain, any favour in any form at any stage of selection process (or) through any person of influence or officers of Government / High Court, will also disqualify him/her from appointment (or)
(f)	If he/she impersonates by or for the candidate (or)
(g)	If he/she makes or submits any forged document in support of his/her candidature (or)
(h)	If he/she conceals any material information or provides any false information at any stage of selection process (or)
(i)	If he/she uses or attempts to use, improper or illegal means, either for purpose of being permitted to appear in examination or at any stage of examination, in examination room/hall (or)
(j)	If he/she, during examination, harasses or threatens or uses unparliamentary words or causes physical injury to or misbehaves with, any Officer or employee engaged there or any candidate (or)
(k)	If he/she, disobeys any directions relating to examination including oral directions by the invigilator or observer or any other officer or employee engaged for conducting examination

3. **RESERVATION IN APPOINTMENT:**

(a)	Subject to the provisions of the Madras High Court Service Rules, 2015, the rule of Reservation followed in the State of Tamil Nadu will be applicable.
(b)	The Persons belonging to the State of Tamil Nadu / Union Territory of Puducherry and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathians) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes and Backward Classes (Muslims), as the case may be, will alone be treated as belonging to the respective communities. The Persons belonging to other States / Union Territories (i.e. except the State of Tamil Nadu and Union

	<p>Territory of Puducherry) will be treated only as ‘Unreserved Category’, eventhough they may belong to one of the reserved communities in their respective States or Union Territories. Therefore, they cannot seek either age relaxation or reservation in appointment or fee concession, under any circumstances. They are required to fill up their category as “Unreserved Category (UR)” in the application form and can compete only under “Unreserved Category (UR)”, by paying requisite fee. Applications of other State/other Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred (if they have completed 30 years of age as on 1.7.2020) will be summarily rejected and no correspondence in this regard will be entertained. <u>(Scheduled Caste-Arunthathiyar means the castes: Arunthathiyar, Chakkiliyan, Madari, Madiga, Pagadai, Thoti and Adi Andhra)</u></p>
(c)	<p>The term ‘Destitute Widow’ used in the Notification shall mean a widow whose total monthly income from all sources shall not be more than Rs.4,000/- (Rupees Four Thousand Only) including any family pension or other receipts including income from private practice in the case of professionals, <u>but shall not include a divorcee.</u></p> <p>A “destitute widow” shall include a candidate born outside the State of Tamil Nadu and became a widow after her marriage to a person belonging to the State of Tamil Nadu and residing permanently in the State of Tamil Nadu and shall also include a candidate born in the State of Tamil Nadu and became a widow after her marriage to a person belonging to any other State and settled permanently in the State of Tamil Nadu, but shall not include a candidate belonging to other State not covered under the above said categories.</p> <p>Every candidate claiming to be a ‘destitute widow’ shall produce a certificate in the Form specified in Annexure-D, from the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.</p>
(d)	<p>“Person with Benchmark Disability” means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority designated by the Government under sub-section (1) of Section 57 of the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016). On selection, the candidate claiming reservation under the Differently Abled Category, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical handicap and further certifying that the physical handicap as not one which could render the applicant incapable of efficiently discharging his/her duties.</p>
(e)	<p>Persons studied in Tamil Medium (PSTM) means a person who has studied through Tamil medium of instruction upto the educational qualification prescribed for direct recruitment to the posts (Sec.2(d) of the Tamil Nadu Appointment on preferential basis in the Services under the</p>

	State of Persons Studied in Tamil Medium (Amendment) Act, 2020).
(f)	Persons claiming special reservation under ' Persons Studied in Tamil Medium ' (PSTM) should produce a certificate/s in the Form Specified in Annexure–E , from the Institution/s, where he/she studied upto the prescribed educational qualification.
(g)	<u>'Ex-servicemen'</u> means-
	(i) any person, who had served in any rank (whether as combatant or not) in the Armed Forces of the Union and has been released therefrom on or before the 30 th June 1968 otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
	(ii) any person, who had served in any rank (whether as combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation and released therefrom between 1 st July 1968 and 30 th June 1979 (both days inclusive) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
	(iii) any person, who had served in any rank (whether as combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation, if released between 1 st July 1979 and 30 th June 1987 (both days inclusive),- (a) for reasons other than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or (b) at his own request after serving for a period of not less than five years; or
	(iv) any person, who had served in any rank (whether as combatant or not) in the Armed Forces of the Union, and had retired or had been released on or after 1 st July 1987 from such service,- (a) at his own request after earning his pension; or (b) on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or (c) otherwise than at his own request after earning his pension, as a result of reduction in establishment; or (d) after completing specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity;
(v)	any person of the Territorial Army of the following categories,

	<p>namely, pension holder for continuous embodied service, person with disability attributable to military service and gallantry award winner retired on or after 15th November 1986; or</p>
(vi)	<p>any person of the Army Postal Service who retired on or after 19th July 1989 directly from the said service without reversion to Postal and Telegraph Department with pension or who has been released on or after 19th July 1989 from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or</p>
(vii)	<p>any person discharged on or after July 1987 under Army Rule 13(3) III (V) for the reason that his service is no longer required and in receipt of pension;</p> <p>Provided that in all cases, an ex-serviceman once recruited to a post in any service or class or category, cannot claim the concession of being called an ex-serviceman for his further recruitment:</p> <p>Provided further that a person discharged before July 1987 under Army Rule 13 (3) III (V) for the reason that his service is no longer required is not an ex-serviceman.</p>
(h)	<p>On selection, the candidate claiming reservation under the Differently Abled Category, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical handicap and further certifying that the physical handicap as not one which could render the applicant incapable of efficiently discharging his/her duties and also satisfy the High Court, Madras that his/her disability will not affect the effective functioning of the duties attached to the post for which he/she has been selected.</p>
(i)	<p>Third gender candidates, who do not possess any Community certificate shall be considered under Most Backward Class as per G.O.(Ms.) No.28, Backward Classes, Most Backward Class and Minorities Welfare Department, dated 06.04.2015</p>
(j)	<p>Third gender candidates who belong to Scheduled Caste / Scheduled Caste (Arunthathiyar) / Scheduled Tribe communities and possess community certificate as such, shall be considered as per their respective community.</p>
(k)	<p>Third gender candidates who belong to communities other than Scheduled Caste / Scheduled Caste (Arunthathiyar) / Scheduled Tribe and possess community certificate as such, are permitted to choose to be considered as belonging to their own community or as Most Backward Class, whichever is advantageous to them, at the time of Registration itself. Once the individual opts to be considered as a particular community, it shall be crystallized and this option shall not be changed in the future.</p>
(l)	<p>The third gender candidates who identify themselves as “Female” by self-declaration supported by the Certificate (ID Card) issued by the Tamil Nadu Third Gender Welfare Board (TNTGWB) will be considered against both 30% reservation for women as well as 70% reservation for the General Category (both Men & Women)</p>

(m)	The third gender candidates, who identify themselves as “Male” or “Third Gender”, will be considered against the 70% reservation for General category (both Men & Women) as the case may be.
(n)	The concessions provided for Third Gender candidates under clauses (l) and (m) above, will be granted only on production of certificate identifying them as Third Gender or Third Gender (Male) or Third Gender (Female) issued by the Tamil Nadu Third Gender Welfare Board (TNTGWB), as the case may be.

4. HOW TO APPLY:-

(a)	<p><u>Important Note:</u></p> <p>Candidates should fill all the mandatory fields which are marked with red star mark (*)</p> <p><u>FOR REGISTRATION:</u> The applicants are required to visit https://www.mhc.tn.gov.in. Under the Application login, the users have to register their details by clicking ‘New Users’. Read the Instructions appearing on the screen carefully and tick the dialogue box and click ‘continue’ to proceed for Registration page. In the Registration Form, the following details have to be furnished by the candidates:</p> <ol style="list-style-type: none"> 1. Post/Posts applying 2. Name (As in the School Certificate or Govt. Gazette, if name change, as per the Gazette Notification) 3. Gender 4. Nationality 5. Native State 6. Community 7. Differently abled (if applicable) 8. Date of Birth 9. Employment status 10. Special Reservation (If any) 11. Email – ID.; confirm Email ID 12. Mobile No. 13. Captcha Code etc., <p>After the applicants have successfully entered all the details, they shall ‘SUBMIT’ the page. Before submitting, the candidates shall verify all the details carefully. <u>Once the details are submitted, they CANNOT BE EDITED.</u> After successful entry of the details, a message will appear in the screen ‘You have successfully completed the Onetime Registration for the post of’ An USER ID and Password will be generated and reflected in the screen, besides sending an SMS to the Registered Mobile Number and registered E-mail ID. Please click</p>
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‘LOGIN’. Then, a login screen will appear. Enter the USER ID and Password provided. It will direct you to a payment page for Registration Fee. All category of candidates have to pay the Registration Fee of Rs.60/- (Rupees Sixty Only) plus applicable charges, if any. **After payment of the Registration Fee, a screen will appear, where you have to compulsorily change the password (candidates cannot change the USERID). (New Password should be only alpha numerical. Special characters will not be accepted). Enter the new password. An ‘Instructions to candidates’ page will appear. Read them carefully and click the dialogue box. Then click the ‘PROCEED’ box. It will direct you to the Application Form.**

NOTE:

(i)	The applicants are requested not to disclose their unique ID number to anyone and the Judicial Recruitment Cell, High Court, Madras will not be responsible for any misuse of data
(ii)	Applicants are advised to have a <u>valid Mobile Number/valid personal E-mail ID</u> . In case the applicants do not have a valid email ID/Mobile Number, they should create their own email ID and obtain mobile number before applying online and must keep the email account/mobile number active throughout the selection process
(iii)	No request regarding change in Mobile Number/E-mail ID will be entertained. The Judicial Recruitment Cell, High Court, Madras will send various intimations relating to the recruitment through SMS/E-Mail only to the Mobile Number / E-mail ID registered during the process of recruitment
(iv)	The Judicial Recruitment Cell, High Court, Madras will not be responsible in any manner, for non delivery of SMS/email at any stage either due to non-lifting of the mobile phone or if the same is out of coverage area or is out of order due to some technical fault on the part of the candidate or service provider
(v)	It will be the responsibility of the applicant to update himself by visiting the website of Judicial Recruitment Cell, High Court, Madras i.e. https://www.mhc.tn.gov.in periodically for any important announcement
(vi)	The Judicial Recruitment Cell, High Court, Madras will not be responsible in case of any communication not reaching the applicant due to defect in given address, email ID, mobile number, etc.

	<p><u>APPLICATION FORM CONSISTS OF THE FOLLOWING STEPS:</u></p> <ol style="list-style-type: none"> 1. Personal Details 2. Educational and Technical Qualification 3. Additional Information 4. Upload Photo 5. Upload Signature 6. Upload Documents 7. Preview
(b)	<p><u>(i) STEP ONE (PERSONAL DETAILS):</u> The personal information furnished by the candidates in the Registration form will automatically generate. The details furnished in the Registration Form cannot be edited. Applicants shall fill their other personal information as required in the application form. After submitting the personal information, the candidate shall select “Save and Continue” button to complete step-1 and proceed to step-2.</p>
	<p><u>(ii) STEP TWO (EDUCATIONAL QUALIFICATION DETAILS):</u> The applicants shall fill all the educational and technical qualifications possessed by them along with their language proficiency skill details. After submitting the said particulars, the applicants shall select “Save and Continue” button to complete step -2 and proceed to step-3.</p>
	<p><u>(iii) STEP THREE (ADDITIONAL INFORMATION):</u> The applicants shall fill the Additional information as required in the application form. After submitting the requisite particulars, they shall select “Save and Continue” button to complete step-3 and proceed to step-4.</p> <p><u>(iv) STEP FOUR (UPLOAD PHOTO):</u></p> <ol style="list-style-type: none"> i. Photograph must be of recent passport size (width X height – 3.5 * 4.5 cms) color picture, ii. “Selfie” photograph is not allowed. Photograph should have been taken professionally and it should not have been taken by mobile phone camera. iii. If you wear glasses, make sure that there is no reflection and your eyes are visible, iv. Ensure that both eyes are visible in the pictures having caps, hats and dark glasses will not be accepted. v. If you do not have digital photograph for uploading, draw a box having size (width height (3.5 x 4.5 cms)) on a plain white sheet and paste the photograph inside the box. Scan the whole sheet on 200 dpi. Select and crop the area having photograph only and not the white sheet. vi. Save the cropped image as “Photograph.jpg” and image should be size of 20 kb to 60 Kb in jpg/jpeg format. vii. Then the candidate should click the “CHOOSE FILE” button and upload the photograph. viii. After uploading the photo, the candidate should click the “SAVE

& CONTINUE” button. Then the **“UPLOAD SIGNATURE”** section will appear.

- ix.** Instead of uploading the photo, if the candidate uploads any other unwanted material, his/her application will be liable to be rejected.

(v)STEP FIVE (UPLOAD SIGNATURE):

- (i) Draw a box having size (width height (3.5 x 4.5 cms)) on a plain white sheet and put the signature inside the box and the signature should be done with a thick point blue/black pen. Scan the whole sheet on 200 dpi. Select and crop the area having signature only and not the white sheet.
- (ii) Save the sheet containing signature as “Sign.jpg” and image should be size of 10 kb to 30 Kb in jpg/jpeg/png format.
- (iii)** Then the candidate should click the **“CHOOSE FILE”** button and upload the signature.
- (iv)** Instead of uploading the signature, if the candidate uploads any other unwanted material, his/her application will be liable to be rejected.
- (v)** After uploading the signature, the candidate should click the **“SAVE & CONTINUE”** button. Then the **“UPLOAD DOCUMENTS”** section will appear.

(vi)STEP SIX (UPLOAD DOCUMENTS):

Uploading the required documents in respect of some fields is mandatory. The candidates shall submit their original testimonials and all other relevant certificates for proof in respect of claims made in the application with reference to this notification as and when called for. If the required testimonials like educational qualification certificates, community certificate (for those claiming communal reservation), technical qualification certificates etc. are not uploaded by the applicant, their application will be rejected.

Document to be uploaded should be as per below matrix:

- I. The uploaded Document should be of size 60kb to 1mb.
 - II. The Document should be only in PDF Format.
- After uploading the required documents, the candidate should click the **“SAVE & CONTINUE”** button. After completing all the process, **“Preview”** section will appear.

(vii)STEP SEVEN (PREVIEW):

- (i) In this section, all the details filled in the application form will

be displayed in a single page with “**Edit**” options for the respective sections. If the candidate wants to edit his/her application, he / she can click the “**Edit**” link against the particular section and ‘modify or update’ the details.

(However, the details furnished in the Registration Form cannot be edited)

- (ii) Now the Application Form will be displayed in a single page with a Declaration check box.
- (iii) On clicking the Declaration check box, click ‘PROCEED TO PAYMENT’
- (iv) Once the **PROCEED TO PAYMENT button is clicked, it will lead to a Declaration page. Tick the Check box of the Declaration page and then PROCEED button.**
- (v) Finally, the page moves to the payment section.

(viii) STEP EIGHT (PAYMENT SECTION):

(i) A page mentioning the post/s applied and the amount of Fee required to be paid (for non-exempted category candidates) will appear on the screen. On clicking the “**Proceed to Pay**” button, system will be redirected to the Payment Gateway page. In the redirected page, Candidate has to select the payment mode to initiate the payment.

(ii) In the Payment Gateway page, the following payment options are available

- a) Net banking b) Credit Card c) Debit card

The candidate is allowed to Pay the Fee through Online (Net banking /Debit card/Credit Card) mode only.

(iii) If the transaction gets failed after initiating the payment process for unknown reasons, the candidate can initiate payment transaction again.

(iv) After successfully paying the fee, candidate can check the details of the payment in the home page. Then they can download the application form and payment receipt.

(v) Refund and Cancellation policy: Any request for cancellations or refund for fees paid on the website will not be entertained under any circumstances. However, if the amount is debited more than once due to technical issues, excess amount will be automatically refunded within the TAT as specified by Banks. No communications in this regard will be entertained.

(ix) STEP NINE (DOWNLOAD APPLICATION FORM): The candidate needs to click the “**APPLICATION FORM**” link in the candidate’s dashboard to download the filled-in application form.

(c)	All the particulars mentioned in the online application including name of the applicant, post applied for, educational qualifications, communal category, date of birth, address, e-mail ID etc. will be considered as final and no modification will be allowed after final submission of the online application. Since certain fields are mandatory and cannot be edited, applicants are requested to fill the online application form with utmost care and caution. No correspondence regarding change of details will be entertained.

5. MODE OF PAYMENT OF REGISTRATION FEE & EXAMINATION FEES:-

(a)	The payment of Registration Fee and Examination Fee shall be made only by online.
(b)	Failure to pay the fee prescribed within the time stipulated will result in outright rejection of application and no correspondence in this regard is entertained.
(c)	If the applicant claims exemption of examination fee and is later found to be not eligible for the same, his/her candidature will be rejected at any stage of selection.
(d)	Except by online payment, no other mode of offline payment, like Demand Draft/Postal Order/Cheque will be entertained and those applications will be summarily rejected.
(e)	Fees once paid, will not be refunded or adjusted towards any other recruitment under any circumstances.

6. OTHER IMPORTANT INSTRUCTIONS:-

(a)	Applicants cannot apply more than once for a post. If multiple applications are filed by the same applicant for a post only the first application would be considered
(b)	The non –exempted candidates shall pay fee for each post.
(c)	The computer will not accept incomplete applications. Therefore, candidates are advised to exercise utmost caution while filling up the online application and submitting the same.
(d)	The eligibility of the applicants would be assessed on the information furnished by them presuming the same to be true. If any applicant is found to have given false, wrong or incorrect information or suppressed vital information relating to age, qualification, etc., such applicant will not only be disqualified, at any stage of the recruitment process or even after selection/ appointment, as the case may be, but would also be liable for criminal prosecution. Further, such applicants will be debarred from participating in any recruitment process for any post conducted by the Judicial Recruitment Cell, High Court, Madras.

(e)	All the educational and technical qualifications possessed by the applicants (including the educational qualifications for which he/she has appeared, but not passed/awaiting result) as on the date of Notification shall be furnished in the online application. Non-furnishing of the particulars will be treated as suppression of facts. If such suppression is noticed, the candidature of such candidates will be rejected at any stage of the selection. If such suppression is noticed after appointment, their appointment will be cancelled and necessary action/ criminal action will also be initiated, treating it as playing fraud on the recruiting agency. Therefore, the candidates are required to furnish all their educational and technical qualifications in the online application.
(f)	The schedule of recruitment process may be subject to a change on account of any unforeseen event beyond the control of the Judicial Recruitment Cell, High Court, Madras and such change will be notified in the Official website. No complaint/ Grievance from the candidates will be entertained or heard by the Judicial Recruitment Cell, High Court, Madras in case of non appearance of the candidates for the written examination /Skill Test and Oral Test on the scheduled date and time on account of belated receipt of intimation regarding any change so notified.
(g)	The name of candidate will be removed from the select / wait List without any notice, if it is found that any information furnished by the candidate in the application form is false / incorrect / wrong.
(h)	If a candidate in the select list fails to join duty, within the period stated in the appointment order, his/her name will be removed from the select list and no correspondence in this regard will be entertained.
(i)	Eligibility of a candidate, who is to be called for Oral Test shall be finally decided after scrutiny and verification of documents/ testimonials produced. Therefore, mere requiring the candidate to appear for certificate verification, does not confer on him any right to participate in the Oral Test.
(j)	Applicants are advised in their own interest to apply Online well in advance. Applicant shall ensure that they fulfill all requisite eligibility criteria on the date of notification before applying for the post. The educational/technical qualification/experience obtained subsequent to the date of notification will not be considered. <u>Therefore, applicants who are awaiting the result of the required educational / technical qualification on the date of notification need not apply.</u>
(k)	The Judicial Recruitment Cell, High Court, Madras does not assume any responsibility for the applicants not being able to submit their Applications within the last date, for any reason
(l)	'SMS' alerts for the written test / Skill Test / Oral Test, will be notified to the registered mobile number of the Applicants. Therefore the candidates are required to furnish correct mobile number and keep it active so as to receive the SMS alerts. The Judicial Recruitment Cell, High Court, Madras will not be responsible for any technical problems arising in this regard.
(m)	Applicants should take care to upload recent photograph of good quality

	in the application in the required size. If the applicants cannot be identified from the photograph uploaded by them, they will not be allowed to write the examination		
(n)	Hall Tickets for written examination, Skill Test and Oral Test will not be sent by post. The candidates should download the Hall Tickets from the website https://www.mhc.tn.gov.in . The Hall Tickets will be ready for download one week prior to the date of the examination and test. The same will be notified in the recruitment portal of the High Court and by SMS/e-mail to the candidates. If any correction or spelling mistake is found in the Hall Ticket, the same shall be informed to the Judicial Recruitment Cell, High Court, Madras, immediately by email for rectification. The candidates only to whom the hall tickets have been issued by the Judicial Recruitment Cell, High Court, Madras, will be allowed into the Examination hall.		
(o)	The admission of a candidate to participate in the recruitment process, at all stages, is purely provisional. The decision of the Judicial Recruitment Cell, High Court, Madras in respect of all matters pertaining to the Recruitment Process, as to the eligibility or otherwise of a candidate for admission to the Written Examination, Skill Test and Oral Test, is final		
(p)	If any dispute or question arises relating to the disqualification / suitability of the candidates or interpretation of the Rules, the decision of the Judicial Recruitment Cell, High Court, Madras, in that regard is final		
(q)	Any subsequent claim made, after the submission of online application, regarding any of the details submitted in the application, including educational & technical qualification will not be entertained. Evidence for all claims made in the online application should be uploaded/submitted, in time, whenever called for. Failure to upload/submit the documents within the stipulated time limit will entail rejection of candidature at any stage of selection, without any further intimation to the candidates.		
(r)	The number of vacancies advertised for the post are only approximate and are liable for increase or decrease with reference to vacancy position at any point of time before finalisation of selection. Whenever the vacancies are revised, the number of candidates selected to the successive stages would also be revised commensurately, in accordance with the ratio originally notified for the recruitment. Increase in vacancies in the later stages of the recruitment would not in any case entail the consideration of candidates unsuccessful in the previous stages		
(s)	The Candidate shall furnish correct and true information regarding: <table border="1" data-bbox="375 1727 1401 2042"> <tr> <td>(i)</td> <td>arrest, facing criminal proceedings, charges, convictions, details such as named or described but name not specifically mentioned in FIR, Accused in private complaints, dropped from charges /proceedings or quashed by any Court of law, discharged from criminal proceedings. In case any criminal case is filed/disciplinary action is taken against or any conviction / punishment is imposed on any person after the production of 'No Objection Certificate', or in any case, from the time of</td> </tr> </table>	(i)	arrest, facing criminal proceedings, charges, convictions, details such as named or described but name not specifically mentioned in FIR, Accused in private complaints, dropped from charges /proceedings or quashed by any Court of law, discharged from criminal proceedings. In case any criminal case is filed/disciplinary action is taken against or any conviction / punishment is imposed on any person after the production of 'No Objection Certificate', or in any case, from the time of
(i)	arrest, facing criminal proceedings, charges, convictions, details such as named or described but name not specifically mentioned in FIR, Accused in private complaints, dropped from charges /proceedings or quashed by any Court of law, discharged from criminal proceedings. In case any criminal case is filed/disciplinary action is taken against or any conviction / punishment is imposed on any person after the production of 'No Objection Certificate', or in any case, from the time of		

	<p>submission of the online application format up to the finalisation of the recruitment process and appointment, such applicants should report this fact forthwith to the Judicial Recruitment Cell, High Court, Madras, by mentioning their Application Number / Registration Number and the name of the post applied for. Any violation or failure to comply with this instruction will result in rejection of candidature of the candidature at any stage of selection, even after recruitment besides debarring them from appearing for the recruitments notified /to be notified by the Judicial Recruitment Cell, High Court, Madras.</p>
(ii)	The details with regard to debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated / contemplated, pending or finalised, participation in agitation or affiliated to any Political Organisation
(iii)	Information relating to his/her Candidature in election for Parliament / State Legislature / Local Bodies /Trade Union etc
(iv)	The details such as originals of the judgment, order or G.O. dropping further action in departmental proceedings or any document that may prove the suitability of such applicants for a Government appointment in such cases must be produced at the stage / time of certificate verification without fail.
(t)	All information that relates to the suitability of the applicants for the appointment, which arises after the submission of application and till the date of his /her selection and appointment, shall be reported to the Judicial Recruitment Cell, High Court, Madras, in writing then and there.
(u)	Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / eligibility / age / communal categories / educational and technical qualifications / reservation on priority basis/ physical disability will be liable for rejection at any stage of selection process, without any intimation to the candidates. The candidate will also be debarred from appearing for all future examinations and selections conducted by the Judicial Recruitment Cell, High Court, Madras. If the suppression or false claim is noted subsequently, the selection of the candidate concerned will be declared invalid.
(v)	Whenever called for, the applicants shall submit their original documents, in proof of their educational, technical qualifications, work experience, etc
(w)	If no suitable or qualified women candidates are available for selection against the vacancies reserved for them, those vacancies shall be filled by other male eligible candidates belonging to the respective communal categories.
(x)	Whenever vacancies are reserved for Arunthathiyars on preferential basis, even after filling up of the vacancies reserved for SC (Arunthathiyars), if more number of qualified Arunthathiyars are available, they shall be entitled to compete for the seats reserved for scheduled castes candidates and if any posts reserved for Arunthathiyars

	remain unfilled for want of adequate numbers of qualified candidates, it will be filled up by other scheduled castes candidates
(y)	<p>Persons who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organizations or Public Sector Units constituted under the authority of the Government of India or of a State in India, whether in regular service or in temporary service (Rule 10(a)(i) of the Tamil Nadu State and Subordinate Service Rules (presently, Section 17(1) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016) or under Rule 16(a)(i) of the Tamil Nadu Judicial Ministerial Service Rules or as temporary employees in the Puducherry Judicial Subordinate Service) need not send their applications through their Head of Department or employer. Instead, they may directly apply after duly informing their employer in writing that they are applying for the particular recruitment, subject to the condition that they should produce ‘No Objection Certificate’ in the form prescribed in Annexure-B, subsequent to this notification, and from an authority not below the level of the Head of Department or Office and shall produce the same whenever called for. Failure to produce the certificate will lead to rejection of candidature at any stage of selection.</p> <p>Note:- Persons who get employment after the submission of their applications and before the receipt of intimation admitting them to the certificate Verification / Oral Test / requiring to produce original documents for verification should also produce the ‘No Objection Certificate’.</p>
(z)	Requests for furnishing causes of failure in Written Examination/ Skill Test/ Oral Test or reasons for non-selection based on such results will not be entertained. Likewise, requests for exemption from age limit or other qualifications also will receive no attention.
(aa)	Any communication to the Judicial Recruitment Cell should be sent only by the applicants by specifically mentioning their Application ID/Registration Number. Communications in the name of a Pleader or Agent on behalf of the applicant, will receive no attention.

7. INSTRUCTIONS TO PHYSICALLY CHALLENGED CANDIDATES:-

(a)	Physically challenged candidates have to appear for the Written Examination, Skill Test and Oral Test on their own and no scribe is provided / permitted.
(b)	In the Written Examination, additional time of 20 minutes for each ONE HOUR of written examination is allowed to candidates with benchmark disability to complete the Written Examination. However, no additional time is permitted for Skill Test and Oral Test.

8. GENERAL INSTRUCTIONS TO CANDIDATES:

(a)	Candidates have to be decently dressed and should reach the Examination hall 30 minutes before the commencement of Examination with the Hall Tickets. On no account, candidates will be allowed inside the examination hall 30 minutes after the commencement of examination.
(b)	Candidates shall appear for the examination in the venue mentioned in the Hall Ticket. Change of venue will not be permitted.
(c)	Candidates shall produce the Hall Ticket to the Invigilator / Chief Invigilator/Inspection authorities at the examination centre, on demand, for verification.
(d)	Candidates should produce the Hall Ticket issued by the Judicial Recruitment Cell, High Court, Madras to the Invigilator for verification. Candidates should ensure that the Invigilator signs in the Hall Ticket and they shall preserve it carefully and permanently and shall produce, if shortlisted for the next stage of recruitment process or whenever called for by the Judicial Recruitment Cell.
(e)	Candidates shall maintain strict discipline in the examination venue. Candidates found smoking or inebriated or found to have entered into quarrel of any kind, or misbehaved with the Chief Invigilator or with the inspection Authorities or with the Invigilator or with any other applicant who attended the examination in the Examination venue, are liable for severe action including appropriate criminal action.
(f)	Candidates are not allowed to bring cellular phone, calculators, watches and rings, or any device with Inbuilt Memory Notes or any other electronic devices and non-electronic devices such as P&G Design Data Book, books, notes, hand bags and recording devices either as separate piece or part of something used by the applicant such as watch or ring etc., to the examination hall / room on the date of examination and they will be permitted to take only the permitted writing material (i.e pen).
(g)	If they are found to be in possession of any of the above specified things or instruments, they will not be allowed to write the examination, besides invalidation of answer paper and / or debarment. If it is considered necessary, they will be subjected to thorough physical search including frisking on the spot.
(h)	Candidates are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangements for safekeeping cannot be assured.
(i)	Tea, Coffee, snacks, soft drinks etc., will not be allowed inside the examination venue.
(j)	Candidates should always sit in the seat allotted to them as per their Register Number and must not change it and they shall adhere to the instructions given for filling up of answer sheets. Before filling up the details, they should check the answer sheets / answer books to see whether it is printed properly and not damaged. If Answer Sheet/Answer Book is defective in any way, the candidates should immediately inform the Invigilator, before filling up the candidate's particulars and the

	Invigilator will replace it. No answer sheet / answer book will be replaced, once a candidate has commenced writing.
(k)	Candidates should carry only Ball Point Pen (Blue or Black) and Hall Ticket inside the examination Hall. Other materials are not allowed into the examination hall.
(l)	Candidates must write their Register Number in the space provided in the Question Booklet.
(m)	Candidates should not remove or tear off any sheet from the Question Booklet/ Question cum Answer Booklet and they are not allowed to take the Question Booklet and the Answer Sheet out of the Examination Hall during the time of examination. Candidates would be permitted to take the Question Booklet only after the Examination is completed.
(n)	Borrowing of any material, instruments from other candidates during the Exam session is strictly prohibited.
(o)	Candidates are strictly prohibited from involving in any indiscipline or irregular practices like, consulting with other candidates, copying, allowing the other candidates to copy from their answer paper, carrying notes, seeking the help of an Invigilator / any outsider, etc. Any violation would lead to the candidates being expelled from the Examination Hall and invalidation of their Answer sheets. They will also be debarred from the present and future examinations.
(p)	No candidate will be allowed to exceed the time limit allotted for answering the paper and no candidates will be allowed to leave the Examination hall before the closing time of the examination.
(q)	At the end of the examination, Question cum Answer booklet, OMR Answer Sheet should be returned to the Invigilator. Candidates are prohibited from taking with them, from the examination hall, any used / unused answer sheet / answer book supplied to them.
(r)	After completion of the written examination, the proposed key answers for all the questions (except descriptive type) will be hosted in the Recruitment portal of the High Court and any objection with regard to any of the proposed answer should be sent by the candidates to the Judicial Recruitment Cell, High Court, Madras, by e-mail (recruitment.mhc@gov.in) within two days from the date of publication of such proposed key answers in the website, by specifying the question number. In such communication, Register Number, Name and address of the applicant, Question Number, the appropriate answer etc. should invariably be quoted. Any representation received after two days from the date of publication of proposed keys or without any of the requisite particulars will receive no attention.
(s)	It is cautioned that the candidates are required to write their Register No. only in the space provided for that purpose at the first cover-page in the answer book. Writing of, his/her own name or roll no. or any mark of identification in any form or any Number or name or mark, by which the answer-book of a candidate may be distinguished/ identified from others, in any space other than the one provided for, is strictly prohibited and shall, in addition to other grounds, entail cancellation of his/her

	candidature and withholding of his/her result, without assigning any reason. Any correspondence, in this regard, will not be entertained.
(t)	Using Whitener / Blade / Eraser or any kind of tampering to change the answers in the OMR answer sheet will lead to invalidation.

9. EQUIVALENT QUALIFICATIONS:-

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

10. INFORMATION UNDER THE RIGHT TO INFORMATION ACT AND CLAIM FOR REVALUATION / RE-TOTALLING:

(a)	No information will be furnished to anybody with regard to the recruitment, until the completion of the entire selection process.
(b)	Information regarding the details of the Evaluators / officers who scrutinized the application/certificates of the candidates and Answer Key for Descriptive Type Examination and Skill Test will not be provided
(c)	No candidate will be permitted to peruse/obtain copies of the answer sheets of the Written Examination / Skill Test, till finalization of the recruitment process
(d)	Request for Re-valuation and Re-totalling of marks in the Written Examination/ Skill Test will not be entertained
(e)	Key answers intended for valuation for the written examination will be published in the Recruitment Portal of the High Court after completion of the Examination
(f)	Marks secured by the candidates in the Skill Test and Oral Test under various heads of assessment, if any, will not be furnished.

11. Certificate of physical fitness:- The candidate selected for appointment to the post will be required to produce a certificate of physical fitness from the competent authority, namely from Assistant surgeon attached to a Government Hospital. Candidates with defective vision should produce eye fitness certificate from a qualified eye specialist not below the rank of an Assistant Surgeon, attached to a Government Hospital.

12. Help desk for guidance of candidates: In case of any guidance / information / clarification regarding filling up of online application, candidates can contact the help desk at Telephone No.044-40016236. on all working days between 10.00 a.m. and 05.45 p.m. or through email to mhcpa2020@onlineregistrationform.org However, general queries with regard to dates of Written Examination / Skill Test / Oral Test / Publication of results / method of Skill Test / method of Oral Test will not be entertained.

HIGH COURT, MADRAS
DATED : 27.12.2020

C.KUMARAPPAN
REGISTRAR GENERAL

ANNEXURE – A
CHARACTER AND CONDUCT CERTIFICATE

This is to certify that Mr./Mrs./Ms. _____, Son/Daughter/Wife
of _____, residing
at _____
_____, who is applying
for the post of _____, as specified in the
Madras High Court's Notification No. _____/2020, dated ____/____/2020, is well known to me
for the past _____ years and his/her character and conduct are good.

Date : ____ / ____ / ____
Place:

Signature of the Person Certifying.

Details of the Certifying Person

Name :
Address :
Mobile/Land Line (with STD Code)No. :

Note:- If the information furnished in the Character and Conduct Certificate is found to be false, the certifying authority / person as well as the candidate are liable for penal action, besides disqualification of the candidate.

நன்னடத்தைச் சான்றிதழ்

திரு. திருமதி. செல்வி, _____

த, பெ. க. பெ, _____, என்பவர் _____

_____ எனும் முகவரியில்
வசித்து வருகிறார். அவரை எனக்கு கடந்த _____
ஆண்டுகளாக நன்கு தொயும். மெட்ராஸ உயர்நீதிமன்ற அறிவிக்கை எண்
_____/2020, நாள். போட்டித் தேர்விற்கு விண்ணப்பிக்கும் அவர்
நற்பண்புகளும், நன்னடத்தையும் கொண்டவர் எனச் சான்றளிக்கிறேன்.

நாள் / /

சான்றளிப்பவரின் கையொப்பம்

இடம்.

சான்றளிப்பவர் விவரம்

பெயர்

முகவரி

கைபேசி எண் .

தொலைபேசி எண் (STD குறியீட்டு எண்ணுடன்)

குறிப்பு நன்னடத்தை சான்றிதழில் தெரிவிக்கப்பட்டுள்ள விவரங்கள்
பொய்யானவை என தெரிய வருகையில் சான்று வழங்கும் அதிகாரி . நபர் மற்றும்
விண்ணப்பதாரர்கள் குற்ற நடவடிக்கைக்கு உள்ளாவர்கள் மேலும் விண்ணப்பதாரர்
தகுதி நீக்கம் செய்யப்படுவார்,

ANNEXURE – B**NO OBJECTION CERTIFICATE****BY THE HEAD OF DEPARTMENT / APPOINTING AUTHORITY**

1.	Name of the applicant	:	
2.	Name of the post held	:	
3.	Whether the applicant is a probationer or an unapproved probationer or a full member or a temporary member Rule 10(a)(i) of the TNSS Rules (presently, Section 17(1) TNGS Act, 2016) or under Rule 16(a)(i) of the TNJMS or as temporary employees in the PJSS)	:	
4.	Period of Employment	From	To
		Endorsement:	
		Date:	
	(a) I have no objection to the applicant's application being considered for the post of / recruitment of conducted by Madras High Court.		
	(b) Certified that Thiru / Tmt. /Selvi has the following punishment / has no punishment to his credit:		
	(c) It is also certified that no charge or / and criminal case is pending / contemplated against him. (if pending, copy of documents shall be enclosed)		

PLACE :

OFFICE SEAL & DATE

SIGNATURE
DESIGNATION

ANNEXURE – C

EXPERIENCE CERTIFICATE

This is to certify that
Mr./Mrs./Ms....., son/daughter/wife of
....., Address and designation
....., is working/
worked under me/in our institution (Institution
name)....., as.....
for the period from to

This Certificate is issued after verifying the records available with the office of the undersigned.

Place :

Date:

Name and Signature of
the competent authority
Seal of the Institution.

Note: If the information furnished in the Experience Certificate is found to be false, the certifying authority as well as the candidate are liable for action as well as disqualification of candidate.

ANNEXURE – D**DESTITUTE WIDOW CERTIFICATE**

1	Name of the individual	
2	Full Postal Address	
3	Details of job held, if any	
4	Particulars of her children, if any	
5	Name and last occupation of her late husband	
6	Date of demise of her husband	
7	Monetary benefits received after her husband's death by way of family pension, insurance, etc., if any	
8	Details of Properties if any immovable and movable left behind by him	
9	Present monthly income.— (a) From salaries/wages (b) From family pension (c) From private properties (d) Rents received (e) From private practice (f) Other sources, if any (g) Total	
10	Whether living alone or living with her husband's parents/in-laws/ parents/brother (s)	
11	Whether she satisfies the definition of the term "Destitute Widow" as defined under section 20(8) and 26 of Tamil Nadu Government Servants (conditions of Service) Act, 2016	

Certified that I have verified the particulars furnished by the individual and satisfied myself as to the correctness of her claim with reference to the

definition of the term “Destitute Widow” in section 20(8) and 26 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016

Certificate Reference No.:

Signature :

Place:

Name :

Date:

Designation :

*Revenue Divisional Officer /
Assistant Collector / Sub-Collector.*

Explanation- The above certificate should be issued only by the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.

ANNEXURE – E

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

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

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

Date:

Place:

SIGNATURE OF THE
 HEAD OF THE INSTITUTION WITH SEAL.

- Candidate may submit separate PSTM certificates upto SSLC, HSC or Diploma and UG.
- “Person Studied in Tamil Medium” means a person who has studied through Tamil Medium of instruction upto the Educational Qualification prescribed for direct recruitment to the post. (Sec.2(d) of the Tamil Nadu Appointment on Preferential basis in the services under the State of Persons Studied in Tamil Medium (Amendment) Act, 2020).