



JUDICIAL RECRUITMENT CELL, HIGH COURT OF MADRAS

NOTIFICATION No. 115/2021

DATED: 18.04.2021

Date of Notification	18.04.2021
Last date for Registration, payment of Registration Fee, submission of Online Application and for remittance of Examination Fee (payments to be made only through online. No offline payment permitted)	06.06.2021

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** for direct recruitment to the post of **Office Assistant** in the Judicial Department of **TIRUVANNAMALAI** District (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 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.

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	The candidates who have applied earlier, in response to the Notifications issued by the Principal District Judges/Appointing Authorities or participated in such selection process, <u>have to apply afresh, if they are eligible as on the date of Notification</u> , and participate in the selection process. They cannot claim any equity / right / age relaxation based on their earlier application.
c	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, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
d	The ' Common Instructions to candidates ' applying for various posts falling under the Special Rules for Tamil Nadu Basic Service in the Judicial Department of Tamil Nadu (hereinafter referred to as the '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 ' 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.
e	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).
f	It is mandatory for all categories of the applicants (including the fee exempted category candidates) to register their basic particulars, on payment of Rs.60/- (Rupees Sixty only) + applicable charges, towards registration fee for the notifications issued in respect of a particular Judicial District and then should proceed to apply online for recruitment of the posts notified in the Notifications, by paying prescribed examination fee. However, exempted category of candidates need not pay the examination fee.
g	Mere Registering and paying registration fee 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, Tiruvannamalai 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.
h	<p>The Persons belonging to the State of Tamil Nadu 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 (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.</p>
i	<p>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.</p>
j	<p>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 Judicial District of his/her choice, as the exams/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.</p>
k	<p>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, Tiruvannamalai, for issuing necessary orders of appointment through the respective Appointing Authorities.</p>
l	<p>Persons with disability, on their selection, 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 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</p>

	disability will not affect the effective discharge of their duties.
m	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].
n	Preference will be given to the candidates who studied in Tamil Medium (PSTM) upto the required qualification as per Notification.

2. NUMBER OF VACANCIES AND PAY SCALE:

Name of the Post	Level of Pay (Revised)	Total No.of vacancies
Office Assistant	Level – 1 Rs.15,700 – 50,000	38

3. DISTRIBUTION OF VACANCIES:-

As provided in the Annexure

NOTE:

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

4. AGE (as on 01.07.2021):-

Sl. No.	Category of Applicant	Minimum Age (should have completed)	Maximum Age (should not have completed)
1.	Scheduled Caste / Scheduled Caste (Arunthathiyar), Scheduled Tribes and Destitute Widows of all castes	18 years	35 years
2	Most Backward Classes / Denotified Communities, Backward Classes (other than Backward Class Muslims) and Backward Classes (Muslims).		32 years
3	For Others/ Unreserved categories [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]		30 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 even if they are within the age limit.

Explanation-

Candidates should not have born after **01.07.2003** and should not have born before:

- (a) **02.07.1986** (in case of candidates belonging to SC / SC(A) / ST /Destitute Widows of all castes)
- (b) **02.07.1989** (in case of candidates belonging to MBC/DC, BC and BCM)
- (c) **02.07.1991** (in case of ‘Others’ i.e., Candidates not belonging to SCs,SC(A)s, STs, MBCs/DCs, BCs and BCMs /candidates from other States/Union Territories)

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

(i) 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 ten years over and above the age limit prescribed, provided, they are found to be otherwise suitable. Such applicants should produce a certificate as laid down in G.O. (Ms) No. 28, Welfare of Differently-abled Persons (DAP 3.1) Department, dated 27.07.2018 and in accordance with the norms laid down by the Government of India in the Rights of Persons with Disabilities Rules, 2017.

(ii) For Ex-servicemen

(a) The maximum age limit is 53 Years for the Ex-servicemen, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 1.7.2021.

(b) The maximum age limit is 48 years for “others” (i.e.) Ex-servicemen, not belonging to any of the above said reserved categories, as on 1.7.2021. (Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016)

[For definition of ‘Ex-Servicemen’, refer Para 3(g) of the ‘Common 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 had not completed 40 years of age as on 1.7.2021. 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 and serving temporary Government employees:

Discharged/serving temporary Government employees who have not completed 40 years of age as on 1.7.2021, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) up to the date of the Notification.

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) Temporary employees working / worked in the Tamil Nadu Judicial Department:

The above prescription regarding age limit is not applicable to the temporary employees working/worked in the Tamil Nadu Judicial Department under Rule 16 (a) (i) of the TNJMS Rules, **as a one time measure**, if they qualify the age criteria indicated above as on the date on which their initial appointment under Rule 16(a)(i) of the TNJMS Rules was made. Therefore, they must clearly furnish the details regarding their initial appointment, age as on that date etc. **[This concession is granted in compliance of the orders of the Hon'ble High Court in W.P.No.6378/2018. Dt. 30.04.2019].**

(vii) For the candidates, whose names have been sponsored by the Employment Exchange and who are applying to the post:

A list of eligible candidates will be called for from the District Employment Exchange, Tiruvannamalai. In the case of such candidates whose names have been sponsored by the District Employment Exchange

concerned, a communication will be sent by the Judicial Department of the Tiruvannamalai District, requiring them to apply to the post by paying necessary registration/examination fees if they are willing, by submitting their online applications. Mere sponsoring of the names by the Employment Exchange concerned will not be treated as the application of such candidates to the post. Sponsorship of the names of the candidates by the Employment Exchange will not confer any vested right on such candidates for recruitment. They have to participate in the selection process along with other applicants and no separate reservation / preference will be given for candidates sponsored by the Employment Exchange. If the applicant had submitted his/her application earlier, he/she need not submit again based on the instruction received from District Court.

(viii) **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 (Muslim), 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.

NOTE: However, no candidate who has completed 60 years of age as on 1.7.2021 is eligible to apply.

5. EDUCATIONAL QUALIFICATIONS REQUIRED:-

Name of the Post	Qualification	Preference
Office Assistant	<u>Academic Qualification:-</u> Pass in VIII Standard or its equivalent on the date of notification. <u>Special Qualification:-</u>	Other things being equal, preference will be given to those who are in possession of valid Driving Licence.

	Must be able to ride a bicycle.	
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Note:-

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)	BC / BCM / MBC & DC / Others	Rs.500/- for each post
(ii)	SC / SC(A) / ST(Fee exemption is applicable only to candidates belonging to the State of Tamil Nadu)	Total Exemption
(iii)	Differently Aabled Persons and Destitute Widow of all communities: (a) For differently Aabled Persons, the disability should be not 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:

(1)	Persons claiming age and Fee concession referred to above and other claims including communal Reservation and priority categories made in the application, shall possess valid certificates issued by the Competent Authority on the date of Notification and shall upload the same along with their online application. The applications of the candidates who have not uploaded such certificates will be summarily rejected. They shall also submit the originals of such certificates, for verification, as and when called for. Otherwise, their applications will be rejected at any stage of selection and no correspondence in this regard will be entertained.
(2)	The application of the candidate who makes false claim for fee concession, reservation and age relaxation will be rejected at any stage of

	selection.
(3)	The fees once paid neither will be refunded to the applicants under any circumstances nor adjusted towards any other selection.

7. PLACE OF POSTING & NATURE OF DUTIES:

(a) 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.

(b) 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.

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

(d) 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.

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

(f) 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. MODE OF SELECTION:-

The selection of candidates will be based on Written Examination, Practical Test and Oral Test in the following manner:

(A) WRITTEN EXAMINATION:

The written examination will consist of 50 multiple choice questions (objective type), each carrying 1 Mark. The duration will be 60 minutes. The written examination will consist of single paper containing:

- PART-A : General Knowledge (30 questions)
PART-B : General Tamil (20 questions)

SYLLABUS

Part-A:	General knowledge including 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. The question paper will be only in Tamil.
Part-B :	General Tamil upto 8 th standard level of the Tamil Nadu State Government syllabus

Minimum qualifying marks:

PART-A : 9 Marks

PART-B : 6 Marks

➤	The candidate should get qualified in parts 'A' and 'B' separately
➤	The candidates for Practical Test will be shortlisted, based on merit in the written examination, at a ratio not exceeding 10 times of the number of vacancies or as may be decided by the Judicial Recruitment Cell, High Court, Madras, 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, will be admitted to the Practical Test. Therefore, mere securing the minimum qualifying mark in the written examination will not confer any right on the candidate to get qualified for the practical test
➤	The marks obtained in the written examination will be only qualifying in nature and the same will not be counted for determining the final order of selection of the candidates.
➤	Any representation from candidates for changing the date of Examination / Selection process, change of examination centre, for relaxation of conditions mentioned in the notification or exam related direction or guidelines or minimum marks or qualification/requirement etc. or for revaluation/re-totalling will not be entertained, under any circumstances.

(B) PRACTICAL TEST (70 Marks) (Minimum qualifying mark: 21 marks):

The candidates shortlisted, as per merit, will be called for practical 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 a house/office etc.

(C) ORAL TEST (30 Marks) (Minimum qualifying mark: 9 marks)

For Oral Test, the candidates will be shortlisted as per merit based on the marks secured by them in the Practical Test, in the ratio of 1:2 or 1:3 or such

number as may be decided by the Judicial Recruitment Cell, High Court, Madras with reference to the number of vacancies from and out of the qualified candidates in the Practical Test, **following the rule of reservation.**

Explanation:

- *If the number of vacancies notified for a reservation group are **five and above**, the candidates for Oral Test therefore will be shortlisted, as per merit, based on the marks secured by them in the Practical Test, from among the qualified candidates in the Practical 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.*
- *If the number of vacancies notified for a reservation group are **four and below**, the candidates for Oral Test therefore will be shortlisted, as per merit, based on the marks secured by them in the Practical Test, from among the qualified candidates in the Practical 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.*
- *However, in each reservation group, all the candidates, who secure the same mark as that of the cut-off mark for their reservation group, will be admitted to the Oral Test. Therefore, mere securing the minimum qualifying mark in the Practical Test will not confer any right on the candidate to get qualified for the Oral Test.*

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

[In the Oral Test, the outstanding and meritorious record of candidates in Sports, Athletics, NCC, NSS, ACC, Scouts and Guides and Literary activities of the candidates besides his/her general 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:

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

10. EXAMINATION CENTRES:

(a) Written Examination / Practical Test / Oral Test will be conducted within the Judicial District of Tiruvannamalai or any other place as may be decided by the High Court.

(b) The dates of Written Examination, Practical Test and Oral Test 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> in due course 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.

(c) No TA/DA will be paid to the candidates to appear for the Written Examination / Practical Test / Oral Test.

11. INSTRUCTIONS TO CANDIDATES FOR THE POST OF OFFICE ASSISTANT 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 available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment. The Notification and Common Instructions to 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.

**JUDICIAL RECRUITMENT CELL,
HIGH COURT, MADRAS.**

**P. DHANBAL
REGISTRAR GENERAL**

ANNEXURE TO NOTIFICATION NO.115/2021

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

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT

S.NO	CATEGORY	CURRENT VACANCIES	BACKLOG VACANCIES	TOTAL VACANCIES
1	GT	5	0	5
2	GT (PSTM)	1	0	1
3	GT (W)	1	0	1
4	GT (W) (PSTM)	1	0	1
5	GT (W) (DW)	1	0	1
6	GT(BLIND AND LOW VISION)	1	0	1
7	GT (PRIORITY)	2	0	2
8	GT (PSTM) (PRIORITY)	1	0	1
9	BC (OTHER THAN BCM)	4	0	4
10	BC (OTHER THAN BCM) (PSTM)	1	0	1
11	BC (OTHER THAN BCM) (W)	2	0	2
12	BC (OTHER THAN BCM) (W) (PSTM)	1	0	1
13	BC (OTHER THAN BCM) (PRIORITY) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES)	1	0	1
14	BC (M) (PSTM)	1	0	1
15	MBC/DC	2	1	3
16	MBC/DC (PSTM)	1	0	1
17	MBC/DC (W)	3	0	3
18	MBC/DC (PRIORITY)	1	0	1
19	SC	1	0	1
20	SC (PSTM)	1	0	1
21	SC (W)	2	0	2
22	SC (PRIORITY)	1	0	1
23	SC (A) (W) (PSTM)	1	0	1
24	ST (PSTM) (PRIORITY)	0	1	1
	TOTAL	36	2	38

NOTE:

Separate Distribution of vacancies among PART-MBC(V); PART-MBC & DNC Communities and PART-MBC Communities within the vacancies mentioned under MBC/DC communities (in terms of Act No.8 of 2021), will be notified later, subject to the outcome of the Writ Petitions filed challenging the said Act No.8 of 2021.

HIGH COURT, MADRAS
DATED: 18.04.2021.

P.DHANABAL
REGISTRAR GENERAL