

HIGH COURT OF MADRAS

NOTIFICATION No.36/2021

DATED: 14.03.2021

Date of Notification	14.03.2021
Last date for Registration & submission of Online Applications:	21.04.2021
Last date for remittance of fee, by Challan through Bank:	23.04.2021

Applications are invited from eligible candidates <u>ONLY THROUGH</u> <u>ONLINE MODE</u> (<u>https://www.mhc.tn.gov.in</u>) for direct recruitment to the posts of (i) CHOBDAR, (ii) OFFICE ASSISTANT, (iii) COOK, (iv) WATERMAN, (v) ROOM BOY (vi) WATCHMAN (vii) BOOK RESTORER and (viii) LIBRARY ATTENDANT in the Madras High Court Service.

<u>Note</u>:-

(a)	Applications submitted through <u>https://www.mhc.tn.gov.in</u> WILL		
	ALONE be accepted. Applications submitted through any other mode		
	viz. by post, courier, RPAD, e-mail, hand delivery etc. will not be		
	entertained under any circumstances or for any reason. No		
	circumstances.		
(b)	Before filling the online application, the applicants are advised to go		
	through the 'Notification' and 'Common Instructions to candidates		
	applying for the posts of 'Chobdar, Office Assistant etc.', available in		
	the Recruitment Portal of the High Court, Madras		
	(<u>https://www.mhc.tn.gov.in</u>).		
(c)	The candidates are advised to make use of ONLY DESKTOP or		
	LAPTOP to apply for the post online and not to apply through smart		
	phone or tab since the application module is compatible only for		
	desktop or laptop.		
(d)	It is mandatory for all categories of the applicants to register their basic		
	particulars. Then they should proceed to apply online for recruitment to		

 examination fee. The candidate who have already registered for the earlier Notifications issued by the High Court, Madras for the posts of Residential Assistant, Driver and Gardener, if they are willing to apply for this Notification, can use the same login credentials and need not re-register for the posts of Personal Assistant to the Hon'ble Judges, Personal Assistant to the Registrars and Personal Clerk to the Deputy Registrars and Assistant Programmer, if they are willing to apply for this Notification, should register again for this Notification and then to proceed to apply for the desired post/s. However, fee exempted category of candidates need not pay the examination fee. (e) Mere Registering will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras will not be responsible for any consequences arising due to furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application for this recruitment. (f) If the 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. (h) Candidates are required to apply for the desired post / posts only once, to avoid multiple registration/application issues. The Judicial Recruitment Cell, High Court, Madras will not be responsible for the posts. Therefore, the candidates are required to exercise caution while applying for the post. (ii) The Notification and Common Instructions to the candidates have been made available to the candidates both in English and Tamil. In case of inconsistency between both the versions, the English version will prevail. 		
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		CAUTION

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A	All Recruitments by the Judicial Recruitment Cell, High Court, Madras are made purely on merit basis.
\wedge	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.
4	The Judicial Recruitment Cell, High Court, Madras will not be responsible or liable for any loss that may be occasioned to any applicant, on account of indulging in such activity with such unscrupulous elements

\triangleright	Candidates indulging in unfair means, by approaching the Recruitment body
	either in person or through anyone will be disqualified from appointment
V	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. The Applications once finally submitted cannot be edited.
	Hence, applicants are strictly cautioned to verify the filled-in online
	applications carefully, before finally submitting the same.

2. NUMBER OF VACANCIES AND PAY SCALE:

Sl. No.	Name of the Post	No. of vacancies	Level of Pay (Revised)
1	Chobdar	40	
2	Office Assistant	310	
3	Cook	1	
4	Waterman	1	Pay Level – 1
5	Room Boy	4	Rs.15,700 – 50,000
6	Watchman	3	
7	Book Restorer	2	
8	Library Attendant	6	

<u>3. DISTRIBUTION OF VACANCIES</u>:

Refer annexure to this Notification.

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.

<u>4. QUALIFICATIONS:</u>

(A) AGE (as on 01.07.2021) :

SI. No.	Category of Applicant	Minimum Age (should have completed)	Maximum Age (should not have completed)
(i)	For reserved categories i.e. SC/SC(A)/ST/ MBC&DC/BC/ BCM and Destitute Widows of all castes	18 years	35 years
(ii)	For Others / Unreserved categories [i.e., Applicants not belonging to SC / SC(A) / ST / MBC & DC / BC and BCM] [Persons belonging to other States / Union	18 years	30 years

	Territories i.e. except the State of Tamil Nadu and the Union Territory of Puducherry, will be treated only as 'Unreserved category' candidates]		
(iii)	For In-Service candidates: ["In-Service candidate" means – Fulltime member or approved / unapproved probationer of the Madras High Court Service or Tamil Nadu Judicial Ministerial Service or Puducherry Judicial Subordinate Service]	18 years	45 years

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

Explanation:-

<i>(i)</i>	Candidates should not have been born after 01.07.2003 and should not have been born before:	
	(a) 02.07.198	6 (in case of reserved categories viz. SC / SC(A) / ST /MBC&DC / BC / BCM)
	(b) 02.07.1991 (in case of 'Others' i.e., unreserved category candidates /Candidates from other States / Union	
	(c) 02.07.197	Territories) 6 (in case of 'In-service' candidates)
	 However, the maximum age stated above is not applicable to th following category of candidates: (a) For Differently Abled Persons: Persons with benchmark disability (i.e. the disability should not be less than 40%) will be eligible for age concession upto 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, 	
	Welfa Dated by th	are of Differently-abled Persons (DAP 3.1) Department, a 27.07.2018 and in accordance with the norms laid down be Government of India in the Rights of Persons with bilities Rules, 2017.
	(b) Discl	narged /serving temporary Government employees:

	Discharged / serving temporary Tamil Nadu Government
	employees who have not completed forty years of age as on
	1.07.2021, are allowed to deduct from their age the actual
	period of service rendered under the Government of Tamil
	Nadu (whether continuous or non-continuous) upto the date of
	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).
(;;;;)	The Persons belonging to the State of Tamil Nadu / Union Territory of
(iii)	
	Puducherry and belonging to one of the communities viz., Scheduled
	Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most
	Backward Classes & Denotified Communities or Backward Classes 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
	Territory of Puducherry) 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 / other Union Territory candidates i.e. except the State of
	Tamil Nadu and Union Territory of Puducherry, who have applied by
	citing their communal status in their respective States / Union
	Territories and without paying prescribed fee and who are age barred
	(if they have completed 30 years of age as on 1.7.2021) will be
	summarily rejected and no correspondence in this regard will be
	entertained.
(iv)	The applicants who are full time members or approved / unapproved
	probationers in the Madras High Court Service or Tamil Nadu Judicial
	Ministerial Service or Puducherry Judicial Subordinate Service or State/
	Central Government Service should obtain "No Objection Certificate"
	from their Head of Department / Appointing Authority, as prescribed in
	Annexure-B of the Common Instructions to candidates applying for the
	posts of Chobdar, Office Assistant, etc., subsequent to this Notification
	and shall produce the same whenever called for. Failure to produce the
	'No Objection Certificate', when called for, will lead to rejection of their
	candidature. However, such candidates need not submit their applications
	candidature. However, such candidates need not submit then applications

through proper channel. They can submit their online application directly, after duly informing their Head of Department or Appointing Authority in writing.

(B). EDUCATIONAL QUALIFICATION:

Pass in VIII Standard or its equivalent on the date of notification.

For the post of Office Assistant, preference will be given for the persons having valid LMV driving licence / experience in cooking / experience in house-keeping

5. EXAMINATION FEE:-

SI. No.	Category	Amount
1	BC; BCM; MBC&DC Others/UR	Rs.500/- for each post
2	SC, SC(A) & ST	Total Exemption
3	Differently Abled Persons and Destitute Widows of all castes	Total Exemption

<u>Note</u>:

	Persons claiming age and Fee concession referred to above and other claims including communal and Priority Reservation made in the application, shall possess valid certificates issued by the Competent Authority on the date of Notification and shall submit the same.
A	The application of the candidate who makes false claim for fee concession, age relaxation will be rejected at any stage of selection.
	The fees once paid will not be refunded to the applicants under any circumstances.

6. MODE OF SELECTION:-

The selection of candidates will be based on (I) Common Written Examination, (II) Practical Test and (III) Oral Test, in the following manner:

<u>COMMON WRITTEN EXAMINIATION</u> (Maximum Marks: 50 – Duration 75 minutes)

The Common Written Examination will consist of 50 multiple choice questions (objective type), each carrying 1 Mark (**No Negative Mark**), in a single paper containing:

PART	SUBJECT	MAXIMUM MARKS	MINIMUM QUALIFYING MARKS
PART-A	General Knowledge	35	11
PART-B	General Tamil	15	4

<u>SYLLABUS FOR COMMON WRITTEN EXAMINATION:</u> (upto 8th standard level of the Tamil Nadu State Government <u>Syllabus</u>):

Part-A:	General knowledge including current affairs, basic		
	arithmetic abilities and knowledge in house-keeping,		
	hygiene, food and beverage service, food production,		
	traffic signs, traffic rules, office maintenance, office well		
	keeping, office articles / equipments maintenance etc.		
	(The question paper will be only in Tamil).		
Part-B:	General Tamil		

Note:

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- The candidate should get qualified in Parts 'A' and 'B' separately.
- If the number of vacancies notified for a post are five and above, the candidates for Practical Test therefor will be shortlisted, as per merit, based on the marks secured by them in the Common Written Examination, from among the qualified candidates in the Common Written Examination, in the ratio of 1:6 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 post are four and below, the candidates for Practical Test therefor will be shortlisted, as per merit, based on the marks secured by them in the Common Written Examination, from among the qualified candidates in the Common Written Examination, in the ratio of 1:10 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 (including General Turn), 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 Common Written Examination will not confer any right on the candidate to get qualified for the Practical Test. The marks obtained in the Common Written Examination will be only qualifying in nature and the same will not be counted for determining the final order of selection of the agnididates. 			
	 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 			
II		e entertained, under any circumstances. PRACTICAL TEST:		
	<u>(Ma</u>	ximum Marks: 50) (Minimum qualifying mark: 15 marks)		
	(a) For the posts of Chobdar, Office Assistant, Waterma Watchman and Room Boy: The candidates shortlisted, as stated above, will be called for Practical Test, to test their skills in office maintenance; office well keeping, House-keeping, hygiene, house-hold article maintenance, Office articles/equipments maintenance, oth office duties, house-hold duties including food productio cooking, cleaning, food and beverage service etc.			
	(b) For the post of Cook: The candidates shortlisted, as stated above, will be called for Practical Test, to test their skills in cooking, House-keeping, hygiene, house-hold articles maintenance, cleaning, food and beverage service etc.			
	(c)	For the posts of Library Attendant and Book Restorer: The candidates shortlisted, as per merit, will be called for Practical Test, to test their skills in book maintenance, library maintenance, book binding, office maintenance; office well keeping, Office articles/equipments maintenance, other office duties etc.		
	ca ba fre	the number of vacancies notified for a post are five and above , the undidates for Oral Test therefor will be shortlisted, as per merit, used on the marks secured by them in the respective Practical Test, om among the qualified candidates in the respective Practical Test, 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 post are four and below, the candidates for Oral Test therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Practical Test, from among the qualified candidates in the respective 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, 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 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. 		
III	ORAL TEST(Maximum Marks:TEN) (Minimum qualifying marks:THREE)The object of Oral Test is to assess the suitability of the candidates to the post by judging their mental alertness, skills, attitude, ethics, character, etc.Note:No inference of eligibility or competency will automatically be drawn on the basis of experience certificate produced by the candidate.		

7. PREPARATION OF SELECTION LIST:

Final selection of candidates to the posts 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, for each category of post separately.

8. NATURE OF DUTIES:

- a. The selected candidates to the Posts of Chobdar, Office Assistant, Waterman, Watchman and Room Boy will be deputed to the Courts or office to do Office work or to the residences of the Hon'ble Judges or Registrars to attend to all domestic duties like cooking, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms, toilets, urinals, lavatories, attending to gardening work etc, depending on the need and exigency.
- b. The selected candidate to the post of Cook will be deputed to attend to cooking, House-keeping, hygiene, house-hold articles maintenance, cleaning, food and beverage service at the Tamil Nadu State Judicial Academy.

- c. The selected candidates to the posts of Library Attendant and Book Restorer will be required to attend to the works of book maintenance, library maintenance, book binding, office maintenance; office well keeping, Office articles/equipments maintenance, other office duties etc.
- 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 and should have good conduct and character.

9. PLACE OF POSTING:

The selected candidates will be posted either at the principal seat at Madras or at the Madurai Bench of Madras High Court, Madurai or Tamil Nadu State Judicial Academy, Chennai or at regional centre of Tamil Nadu State Judicial Academy at Coimbatore or Madurai and are also liable to be transferred from one place to other at any time, depending on the administrative needs and exigencies without any prior intimation.

10. EXAMINATION CENTRES:

- (a) The Common Written Examination will be held at Chennai and/or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras .
- (b) Practical Tests and Oral Tests for all the posts will be conducted at Chennai, to the eligible candidates.
- (c) No TA/DA will be paid to the candidates to appear for the Common Written Examination / Practical Test / Oral Test.

HIGH COURT, MADRAS DATED : 14.03.2021.

C. KUMARAPPAN. REGISTRAR GENERAL.

ANNEXURE

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)

01		OBDAR	
Sl. Nos.	Category	Vacancies	
1	GT	3	
2	GT (PSTM)	1	
3	GT (W)	2	
4	GT (W)(DW)	1	
5	GT (W) (PSTM)	1	
6	GT (Blindness & Low Vision)	1	
7	GT (PRIORITY)	2	
8	GT (PSTM) (PRIORITY)	1	
9	BC (Other than Backward Class Muslim)	4	
10	BC (Other than Backward Class Muslim) (PSTM)	1	
11	BC (Other than Backward Class Muslim) (W)	2	
12	BC (Other than Backward Class Muslim) (W)(DW)	1	
13	BC (Other than Backward Class Muslim)(PRIORITY)	2	
14	BC(M)(W)(DW)	1	
15	BC(M) (PRIORITY)	1	
16	MBC/DC	2	
17	MBC/DC (PSTM)	1	
18	MBC/DC(W)	1	
19	MBC/DC(W)(DW)	1	
20	MBC/DC(Locomotor disability including cerebral palsy, Leprosy cured, dwarfism, Acid attack victims	1	
21	MBC/DC (PRIORITY)	2	
22	SC	1	
23	SC (PSTM)	1	
24	SC(W)	1	
25	SC(W)(DW)	1	
26	SC (PRIORITY)	2	
27	SC(A) (PSTM)	1	
28	SC(A)(W) (DW) (PSTM) (PRIORITY)	1	
	TOTAL	40	

DISTRIBUTION OF VACANCIES FOR THE POST OF OFFICE ASSISTANT			
1 GT 37			
2	GT (PSTM)	8	

SI. Nos.	Category	Vacancies 20	
3	GT (W)		
4	GT (W)(DW)	3	
5	GT (W) (PSTM)	5	
6	GT (Blindness & Low Vision)	1	
7	GT (Locomotor disability including cerebral palsy, Leprosy cured, dwarfism, Acid attack victims and	1	
8	GT (Autism, Intellectual disability, specific Learning disability Mental illness / Multiple disability) (PRIORITY)	1	
9	GT (W) (Deaf & Hard of hearing)	1	
10	GT (PRIORITY)	14	
11	GT (PSTM) (PRIORITY)	5	
12	BC (Other than Backward Class Muslim)	30	
13	BC (Other than Backward Class Muslim) (PSTM)	8	
14	BC (Other than Backward Class Muslim) (W)	17	
15	BC (Other than Backward Class Muslim) (W)(DW)	2	
16	BC (Other than Backward Class Muslim) (W)(PSTM)	4	
17	BC (Other than Backward Class Muslim) (W)(DW) (PSTM)	1	
18	BC (Other than Backward Class Muslim) (Blindness &	1	
19	BC (Other than Backward Class Muslim)(Deaf & Hard	1	
20	BC (Other than Backward Class Muslim) (W)(Autism, Intellectual disability, specific Learning disability Mental illness / Multiple disability)	1	
21	BC (Other than Backward Class Muslim)(PRIORITY)	12	
22	BC (Other than Backward Class Muslim) (Autism, Intellectual disability, specific Learning disability Mental illness / Multiple disability) (PRIORITY)	1	
23	BC (Other than Backward Class Muslim)(PSTM) (PRIORITY)	4	
24	BC(M)	5	
25	BC(M) (PSTM)	1	
26	BC(M)(W)	1	
27	BC(M)(W)(DW)	1	
28	BC(M) (PRIORITY)	2	
29	BC(M) (W) (PRIORITY)	1	
30	MBC/DC	20	
31	MBC/DC (PSTM)	7	
32	MBC/DC(W)	14	
33	MBC/DC(W)(DW)	2	
34	MBC/DC(W) (PSTM)	3	
35	MBC/DC (Blindness & Low Vision)	1	

Sl. Nos.	Category	Vacancies
36	MBC/DC (Deaf and Hard of Hearing)	1
37	MBC/DC(Locomotor disability including cerebral palsy, Leprosy cured, dwarfism, Acid attack victims	1
38	MBC/DC (PRIORITY)	11
39	MBC/DC(PSTM) (PRIORITY)	2
40	SC	17
41	SC (PSTM)	5
42	SC(W)	10
43	SC(W)(DW)	2
44	SC(W) (PSTM)	2
45	SC (PRIORITY)	8
46	SC (PSTM) (PRIORITY)	1
47	SC(Locomotor disability including cerebral palsy, Leprosy cured, dwarfism, Acid attack victims and Muscular Dystrophy) (PRIORITY)	1
48	SC (A)	3
49	SC(A) (PSTM)	3
50	SC(A)(W)(PSTM)	1
51	SC(A) (PRIORITY)	1
52	SC(A) (W) (PRIORITY)	1
53	SC(A)(W) (DW) (PSTM) (PRIORITY)	1
54	ST	1
55	ST (PSTM) (PRIORITY)	1
56	ST (W)(DW)(PSTM) (PRIORITY)	1
	TOTAL	310

Ε	DISTRIBUTION OF VACANCIES FOR THE POST OF LIBRARY ATTENDANT		
1	1 GT (W)(DW) 1		
2	GT (PRIORITY)	1	
3	BC (Other than Backward Class Muslim) (PRIORITY)	1	
4	MBC/DC (PRIORITY)	1	
5	SC (PRIORITY)	1	
6	SC(A)(W) (DW) (PSTM) (PRIORITY)	1	
	TOTAL 6		

	DISTRIBUTION OF VACANCIES FOR THE POST OF BOOK RESTORER		
1	GT (PRIORITY)	1	
2	SC(A)(W) (DW) (PSTM) (PRIORITY)	1	
	TOTAL 2		

SI. Nos.	Category	Vacancies
DISTRIBUTION OF VACANCIES FOR THE POST OF WATERMAN		
1	GT (PRIORITY)	1
	TOTAL	1

DISTRIBUTION OF VACANCIES FOR THE POST OF COOK			
1	GT		1
TOTAL 1			

DISTRIBUTION OF VACANCIES FOR WATCHMAN (Total number of vacancies 3) ROTATION 1 Turn from 1 to 3			
1	GT (PRIORITY)	1	
2	MBC/DC (PRIORITY)	1	
3	SC(A)(W) (DW) (PSTM) (PRIORITY)	1	
TOTAL		3	

DISTRIBUTION OF VACANCIES FOR THE POST OF ROOM BOY			
SI. Nos.	Category	Vacancies	
1	GT (PRIORITY)	1	
2	BC (Other than Backward Class Muslim) (PRIORITY)	1	
3	MBC/DC (PRIORITY)	1	
4	SC(A)(W) (DW) (PSTM) (PRIORITY)	1	
TOTAL		4	

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: 14.03.2021 C. KUMARAPPAN REGISTRAR GENERAL