



JUDICIAL RECRUITMENT CELL, HIGH COURT, MADRAS

NOTIFICATION No. 50/2024

DATED: 24.03.2024

Date of Notification	24.03.2024
Last date for submission of Application Form through offline mode and for remittance of Examination Fee. [Payments to be made only through Demand Draft (D.D.) The D.D. should be drawn in favour of Registrar General, High Court, Madras, payable at Chennai and should not be taken before the Date of publication of Notification]	23.04.2024

Applications are invited from the eligible Indian Citizens, **who are natives of the Union Territory of Puducherry, (ONLY THROUGH OFFLINE MODE)** for direct recruitment to **Group-B (Non-Gazetted)** post of Senior Grade Stenographer and **Group-C** posts of (1) **Junior Grade Stenographer** (2) **Translator/Interpreter** (3) **Junior Clerk** (4) **Typist** (5) **Driver** and (6) **Multi Tasking Staff (General)** in the Puducherry Judicial Subordinate Service covered under Puducherry Judicial Subordinate Service Rules, 1979 [as amended].

The filled in application form along with requisite self-attested enclosures should be sent to **THE REGISTRAR GENERAL, HIGH COURT OF MADRAS, CHENNAI – 600104**, by clearly superscribing on the envelope cover: **APPLICATION FOR THE POST(S) OF IN PUDUCHERRY JUDICIAL SUBORDINATE SERVICE, NOTIFICATION No...../2024** by **5.45 p.m.** on or before **23.04.2024**, through registered post/courier. The applications received after 5.45 p.m. on 23.04.2024 **will be rejected**.

CAUTION

- (a) All Recruitments by the Judicial Recruitment Cell, High Court, Madras are made purely on merit basis.
- (b) 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.
- (c) 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.
- (d) Candidates indulging in unfair means like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- (e) Applicants are solely responsible for sending the filled in application form. The applicants should exercise due care while sending the filled in application form to High Court, Madras before the last date. The High Court, Madras will not be held responsible in the event of non-receipt of filled in application forms to the High Court, Madras within the stipulated date and time i.e., **23.04.2024 by 5.45 p.m.** Applications received after the due date and time will not receive any attention and applications sent through email and given in person will not be entertained and will be summarily rejected by the Judicial Recruitment Cell, High Court, Madras. [Therefore, the applicants should exercise due care while sending the application form]
- (f) *The applicants are advised to go through the Notification and Common Instructions to the Candidates and to check the eligibility prescribed for each post and on satisfying the eligibility criterion, apply accordingly. **Ineligible candidates/ applicants will be summarily rejected if he/she does not possess the requisite proof for native of Puducherry/age/qualifications/claims for exemptions, etc.** Admission to stage(s) of selection is only provisional and subject to the fulfilment of eligibility criteria as may be decided by the Judicial Recruitment Cell, High Court, Madras.*

IMPORTANT INFORMATION TO APPLICANTS

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 Puducherry have issued consent / No objection for creation of the Judicial Recruitment Cell, High Court, Madras for recruitment of staff members to the Subordinate Judiciary in the Union Territory of Puducherry, vide Letter bearing No.A.34016/15/2016/DP&AR(Exam)/260, dated 23.01.2019.
b	The candidates have to download the prescribed Application Form from https://www.mhc.gov.in . The duly filled in application shall be submitted with all the copies of required certificates (self-attested) by REGISTERED POST/COURIER <u>on or before 23.04.2024 by 05:45 p.m.</u> to:- <p style="text-align: center;">"The Registrar General, High Court of Madras, Chennai-600104."</p>

	Incomplete and/or defective applications, applications not accompanied by attested copies of certificates, applications received without demand draft and the applications received after due date and time will not be considered on any ground, including postal delay.
c	The ' Common Instructions to the Candidates applying for the posts of Senior Grade Stenographer, Junior Grade Stenographer, Translator/Interpreter, Junior Clerk, Typist, Driver and Multi Tasking Staff (General) in the Puducherry Judicial Subordinate Service ' (hereinafter referred to as the 'Instructions to the Candidates') available in the website shall form part of this Notification. Before filling the Application Form (offline), the applicants are advised to go through the ' Notification ' and the above said ' Common Instructions to the Candidates ' available in the website thoroughly and carefully and shall ensure that they fulfill all the required qualifications and not disqualified from appointment.
d	If the candidate had applied for the posts by suppressing / 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 subject to the decision to be taken by the Judicial Recruitment Cell, High Court, Madras.
e	In the case of candidates who have applied for all the posts notified/more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.
f	After such final selection of the candidates as per merit and communal roster for the posts notified, the Judicial Recruitment Cell, High Court, Madras will send such list of selected candidates to the Selection Committee constituted under Rule 13 of the Puducherry Judicial Subordinate Service Rules, 1979 for issuing necessary orders of appointment.
g	Persons with Benchmark Disability, on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which would render the applicant incapable of efficiently discharging his / her duties. He/ she should also satisfy the Judicial Recruitment Cell, High Court, Madras that his/ her disability will not affect the effective discharge of his/ her duties.
h	Applicants i.e. Persons with Benchmark Disability, who are desirous to have scribe (either on their own or through Judicial Recruitment Cell, High Court, Madras), should clearly indicate about the choice of scribe in the application itself.
i	Persons with Benchmark Disability, who are availing the services of the scribe are advised to fill in the Annexure V (while sending the filled in application form) and Annexure VI (to be produced at the time of examination) of the Instructions to the candidates. The candidates who have opted for scribe facility from the Recruitment Cell, High Court, Madras need not fill the Annexure –VI.

2. NUMBER OF VACANCIES, DISTRIBUTION OF VACANCIES AND PAY SCALE:

Sl. No.	Name of the Post	Scale of Pay (in Rs.) and Level in the Pay Matrix	No. of Posts	Vertical Reservation								
				UR	MBC	OBC	SC	BCM	EBC	ST	BT	EWS
1.	Senior Grade Stenographer (Group-B post) (Non-Gazetted post)	35400 (Level 6)	6	3	1	1*	1	-	-	-	-	-
2.	Junior Grade Stenographer (Group-C post)	25500 (Level 4)	9	4	2	1	1	-	-	-	-	1
3.	Translator/Interpreter (Group-C post)	25500 (Level 4)	2 ^{&}	2	-	-	-	-	-	-	-	-
4.	Junior Clerk (Group-C post)	19900 (Level 2)	23 ^{***#}	10	4	2	3	1	1	-	-	2
5.	Typist (Group-C post)	19900 (Level 2)	13 [@]	6	2	2	2	-	-	-	-	1
6.	Driver (Group-C post)	19900 (Level 2)	1	-	-	-	1	-	-	-	-	-
7.	MTS (General) (Group-C post)	18000 (Level 1)	20	8	3	2	2	1	1	1	-	2
TOTAL			74	33	12	8	10	2	2	1	-	6

NOTE:

***Candidates applying for the post of Senior Grade Stenographer (Group – B post) under MBC/EBC/BCM/BT category will be considered under OBC category**

[As per G.O.Ms.No.47/2005/Wel(SW II) Chief Secretariat (Welfare), Puducherry, dated 17.10.2005 issued by the Government of Puducherry]

**** 1 post is reserved for Meritorious Sports Person**

1 post is reserved for Persons with Disability

\$ 2 posts are reserved for Ex-servicemen

@ 1 post is reserved for Ex-servicemen

& 2 posts are reserved for Yanam and Mahe

Abbreviations:

UR- Un-reserved; SC- Scheduled Castes; ST- Scheduled Tribes; BT- Backward Tribes; MBC- Most Backward Classes; OBC- Other Backward Classes; BCM- Backward Class Muslims; EBC- Extreme Backward Classes; EWS- Economically Weaker Sections; PwD- Persons with Disability; XSM- Ex-Servicemen; MSP- Meritorious Sports Person.

NOTE:

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

3. AGE (As on 01.01.2024):

Sl. No.	Category of Applicant	Minimum Age (should have completed)	Maximum Age (should not have completed)
1.	For Scheduled Castes / Scheduled Tribes	18 years	35 + 2* years
2	For MBC/ OBC / EBC / BT/ BCM		33 + 2* years
3	For Others [i.e., Applicants not belonging to SC / ST / MBC/ OBC / EBC / BT/ BCM]		30 + 2* years

Note:

*As per G.O.Ms. No.50, Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry, dated 29.07.2022, **two years age relaxation** to Upper Age Limit is given as a **onetime measure**.

Explanation-

Applicants should not have born after **01.01.2006** and should not have born before:

(a)	01.01.1987	In case of applicants belonging to SC / ST
(b)	01.01.1989	In case of applicants belonging to MBC/ OBC / EBC / BT/ BCM
(c)	01.01.1992	In case of 'Others' (Unreserved applicants/EWS) i.e., applicants not belonging to SC/ST/ BT /MBC/ OBC / EBC / BCM

NOTE:

“Age relaxation will be allowed only to the candidates belonging to the category for which vacancy has been notified under vertical reservation for the respective post. Candidates belonging to the category for which vertical reservation is not allowed will be considered only under UR category and they could not avail any age relaxation”.

However, the upper age limit, mentioned above, is further relaxable for the following category of applicants:

Sl. No.	Category of Applicant	<p align="center">Permissible Age-relaxation <i>(Refer: OM No.15012/2/2010-Estt.(D), Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training), dated 27.3.2012)</i></p>
1	Persons with Disabilities (PwD)	<p>10 years (In respect of reserved applicants, over and above the admissible relaxation of 5 years for SC/ST and 3 years for MBC/OBC/EBC/BCM/BT)</p> <p>Further, in case of a PwD, by virtue of being an employee of Government/ PSU/Autonomous body under the Government, concession to him/her will be admissible either as a ‘Person with Disability’ or as a Government Employee, whichever may be more beneficial to him/her.</p>
2	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	<p>3 years for UR/EWS/MBC/OBC/EBC/BCM/BT applicants.</p> <p>8[3+5] years for SC/ST applicants.</p> <p>[subject to the condition as mentioned in <i>O.M. No.15012/2/2010-Estt.(D), Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training), dated 27.3.2012</i>]</p>
3	Ex-servicemen who are Commissioned Officers including ECOs/SSCOs who have rendered at least 5 years of military service and have been released on completion of assignment [including the persons whose assignment is due to be completed within 6 months] otherwise than by way of dismissal or discharge on account	<p align="center">5 years for UR/EWS/ MBC/OBC/EBC/BCM/BT/SC/ST applicants.</p>

	of physical disability attributable to military service or on invalidment	
4	In-service officials (Employees working in Govt./PSU/ Autonomous body under the Government who have rendered not less than 3 years regular and continuous service and who are in the same line or allied cadres as on the last date for submission of application)	(i) Upto 40 years of age for UR/EWS/MBC/OBC/EBC/BCM/BT category applicants. (ii) Upto 45 years of age for SC/ST applicants.
5	Widows / Divorced Women / Women Judicially separated from their husbands and who are not re-married	(i) Upto 35 years of age for UR/EWS/ MBC/OBC/EBC/BCM/BT category applicants. (ii) Upto 40 years for SC/ST applicants.
6	Ex-Servicemen (XSM)	Period of Military service plus 3 Years
7	Meritorious Sportspersons	(i) Upto 5 years of age for UR/EWS/ MBC/OBC/EBC/BCM/BT category applicants. (ii) Upto 10 years for SC/ST applicants.

Note 1:

The permissible age relaxation for the categories of Applicant mentioned above under Sl.Nos.1,2,3 & 6 are specifically applicable for the posts of Junior Clerk and Typist only.

Note 2:

The age relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories. The reserved category applicants, who apply against unreserved vacancies, will get age relaxation to the extent it is available to UR category applicants (where no vacancies are reserved for such reserved categories).

4. EDUCATIONAL AND TECHNICAL QUALIFICATIONS:

Sl. No.	Name of the post	Educational Qualification	Technical Qualification
1.	Senior Grade Stenographer	Degree of a recognised University	Pass in the following subjects conducted by State Board of Examination/Board of Technical Examination/Board of Technical Education and Training recognised by Government of Puducherry (i) Stenography Lower/ Junior Grade (English) and (ii) Typewriting Higher/ Senior Grade (English) and (iii) Typewriting Lower/ Junior Grade in Tamil or Malayalam or Telugu.
2.	Junior Grade Stenographer	A pass in Higher Secondary Course (12 th class) or equivalent from a recognised Board / University	Pass in the following subjects conducted by State Board of Examination/ Board of Technical Examination/Board of Technical Education and Training recognised by Government of Puducherry: (i) Stenography Lower/ Junior Grade (English) and (ii) Typewriting Higher/ Senior Grade (English) and (iii) Typewriting Lower/ Junior Grade in Tamil or Malayalam or Telugu

Sl. No.	Name of the post	Educational Qualification	Technical Qualification
3.	Translator/ Interpreter	<p>A Degree with Telugu/Malayalam language as the main subject of a recognised University.</p> <p>Note: i) The persons who studied Telugu/Malayalam as one of the subjects in SSLC/HSC/Degree or studied in Telugu/Malayalam Medium of Instruction either upto SSLC/HSC/Degree can also apply. In the final selection, if all other aspects are equal, the person who studied degree with Telugu/Malayalam language as the main subject of a recognised University will be given preference.</p> <p>Note: ii) Must possess adequate knowledge to read, write and speak in English and Telugu/Malayalam.</p>	NIL
4.	Junior Clerk	A pass in Higher Secondary Course (12 th class) or equivalent from a recognised Board / University	A pass in Typewriting Lower/Junior Grade Examination in English or Tamil or Malayalam or Telugu conducted by the Government/Board of Technical Education.
5.	Typist	A pass in Higher Secondary Course (12 th class) or equivalent from a recognised Board / University	<p>Pass in the following subjects conducted by State Board of Examination/Board of Technical Examination:</p> <p>(i) Typewriting Lower/Junior Grade (English) and</p> <p>(ii) Typewriting Lower/Junior Grade in Tamil/Telugu/Malayalam.</p>

Sl. No.	Name of the post	Educational Qualification	Technical Qualification
6.	Driver	A pass in VIII standard	(i) Should possess a valid Light Motor Vehicle Driving Licence. (ii) A pass in the competency test in driving and the medical test to be conducted by the Government.
7.	Multi Tasking Staff (General)	A pass in SSLC or its equivalent from a recognised Board of Education.	NIL

Note:

Widows/divorced women/women judicially separated from their husbands and who are not remarried cannot seek exemption/relaxation in Educational qualification.

5. EXAMINATION FEE :-

Sl. No.	Category	For the posts of Senior Grade Stenographer, Junior Grade Stenographer, Junior Clerk, Translator/Interpreter & Typist	For the posts of Driver & MTS (General)
(i)	UR/ EWS/ MBC/ OBC/ BT/ BCM/ EBC applicants	Rs.750/- for each post	Rs.500/- for each post
(ii)	Women applicants and applicants belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) [For Differently Abled Persons, the disability should be not less than 40% (Benchmark Disabilities)] and Ex-servicemen (XSM)	Total Exemption	

Note:

(a)	Persons claiming age and fee concession referred to above and other claims including communal reservation and priority categories made in the offline application, shall possess valid certificates issued by the Competent Authority on the date of Notification. The applications of the candidates without such enclosed certificates (which are mandatory corresponding to their claims) 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.
(b)	The application of the candidate, who makes false claim for fee concession, reservation and age relaxation, will be rejected at any stage of selection.
(c)	The fees once paid will neither be refunded to the applicants under any circumstances nor adjusted towards any other selection or to other applicant.
(d)	If a candidate fails to upload the required documents within 72 hours of intimation to produce the requisite certificates, he/ she shall not be entitled for any further extension of time to produce the same and his / her claim based on such document shall not be entertained.

6. PHYSICAL REQUIREMENTS AND CATEGORIES OF DISABILITY**SUITABLE FOR THE POSTS:**

Sl. No.	Name of the Post	Categories of suitable Physical Disabilities	Functional Classification	Physical Requirements
1.	Senior Grade Stenographer	a) Blindness, Low vision b) Deaf, Hard of Hearing c) One Arm, One Leg, One Arm and One Leg, Both Legs, Cerebral Palsy, Leprosy cured, Dwarfism, Acid attack victim d) Autism Specific Disorder, Specific Learning Disability, Mental Illness e) Multiple Disabilities involving a) to d) above	a) B, LV b) D, HH c) OA, OL, OAL, BL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving a) to d)	S – Sitting, ST- Standing, W – Walking, SE – Seeing, RW – Reading and Writing, H – Hearing, C - Communication
2.	Junior Grade Stenographer	a) Blindness, Low vision b) Hard of Hearing c) One Arm, One Leg, One Arm and One Leg, Both Legs, Cerebral Palsy, Leprosy cured, Dwarfism, Acid attack victim d) Autism Specific Disorder (mild), Specific Learning Disability, Mental Illness e) Multiple Disabilities involving a) to d) above	a) B, LV b) HH c) OA, OL, OAL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving a) to d) above	S – Sitting, ST- Standing, W – Walking, MF – Manipulation of Fingers, SE – Seeing, RW – Reading and Writing, H – Hearing, C – Communication

Sl. No.	Name of the Post	Categories of suitable Physical Disabilities	Functional Classification	Physical Requirements
3.	Translator/ Interpreter	a) One Arm b) One Leg c) One Arm and One Leg d) Both Legs e) Blind and Low Vision f) Hard of Hearing	a) OA b) OL c) OAL d) BL e) B, LV f) HH	S – Sitting, ST- Standing, W- Writing, SE – Seeing, RW – Reading and Writing, H- Hearing, C-Communication
4.	Junior Clerk	a) Blindness, Low vision b) One Arm, One Leg, Both Legs, Cerebral Palsy, Leprosy cured, Dwarfism, Acid attack victim, Muscular Dystrophy c) Autism Specific Disorder (mild), Specific Learning Disability, Mental Illness d) Multiple Disabilities involving a) to d) above	a) B, LV b) OA, OL, OAL, CP, LC, Dw, AAV, MDy c) ASD (M), SLD, MI d) MD involving a) to d) above	S – Sitting, ST- Standing, W – Walking, MF – Manipulation of Fingers, SE – Seeing, H- Hearing
5.	Typist	a) Blindness, Low vision b) Deaf, Hard of Hearing c) One Arm, Both Arms, One Leg, One Arm and One Leg, Both Legs, Cerebral Palsy, Leprosy cured, Dwarfism, Acid attack victim, Muscular Dystrophy d) Autism Specific Disorder (Mild, Moderate), Intellectual Disability, Specific Learning Disability, Mental Illness e) Multiple Disabilities involving a) to d) above	a) B, LV b) D, HH c) OA, BA OL, OAL, BL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) MD involving a) to d) above	S – Sitting, ST- Standing, W – Walking, L- Lifting, MF – Manipulation of Fingers, SE – Seeing, RW – Reading and Writing, H – Hearing, C – Communication
6.	Driver	a) Deaf, Hard of Hearing b) One Leg, Leprosy cured, Dwarfism, Acid attack victim c) Autism Specific Disorder (Mild), Specific Learning Disability d) Multiple Disabilities involving a) to c) above	a) D, HH b) OL, LC, Dw, AAV c) ASD (M), SLD d) MD involving a) to c) above	S – Sitting, ST- Standing, W – Walking, MF – Manipulation of Fingers, BN – Bending,

Sl. No.	Name of the Post	Categories of suitable Physical Disabilities	Functional Classification	Physical Requirements
7.	Multi Tasking Staff (General)	a) Blindness, Low vision b) Deaf, Hard of Hearing c) One Arm, Both Arms, One Leg, One Arm and One Leg, Both Legs, Cerebral Palsy, Leprosy cured, Dwarfism, Acid attack victim, Muscular Dystrophy d) Autism Specific Disorder (Mild), Specific Learning Disability, Mental Illness e) Multiple Disabilities involving a) to d) above	a) B, LV b) D, HH c) OA, BA OL, OAL, BL, CP, LC, Dw.,, AAV, MDy d) ASD (M), SLD, MI e) MD involving a) to d) above	S – Sitting, ST- Standing, BN – Bending, W – Walking, SE – Seeing, RW – Reading and Writing, H – Hearing, C - Communication

7. PLACE OF POSTING:

The selected candidates will be posted in any Court in the Union Territory of Puducherry and are liable to be transferred from the office of one Court to the office of another Court, depending on the administrative needs and exigencies at any time.

8. SCHEME OF SELECTION:

- A Common Written Examination will be conducted for the posts of Senior Grade Stenographer and Translator/ Interpreter (Degree Standard)
- A Common Written Examination will be conducted for the posts of Junior Grade Stenographer, Junior Clerk and Typist (HSC Standard)
- A Written Examination will be conducted for Multi Tasking Staff (General) (SSLC Standard)
- A Written Examination will be conducted for Driver (VIII Standard)

i) SENIOR GRADE STENOGRAPHER:

- The Common Written Examination will consist of 100 multiple choice questions (objective type) to be answered in OMR Answer Sheet. Each question will carry one mark. Duration: **120** Minutes. The question paper will consist of:

(I)	(i) General English (ii) General Knowledge (iii) Numerical and Mental Ability (iv) Analytical and Reasoning Skills (v) General Intelligence (vi) Basic knowledge in Computers (In all, for 100 Marks) (Degree Standard)	Minimum Qualifying Marks: 40 marks
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(b) The candidates who are shortlisted in the Common Written Examination will be called for Skill Test viz.

(I)	ENGLISH SHORTHAND TEST	
	(Maximum Marks: 100) (Minimum qualifying marks: 38.5):	
	Method of Skill Test	Marks (Total: 100 marks)
	Taking down dictation of a passage in English for 7 minutes @ 80 wpm. (Transcription time is 45 minutes for typing in computer and submitting the printout of the same).	90 Marks (for Transcription) (Minimum pass mark: 35) + 10 Marks (for shorthand outline) (Minimum pass mark: 3.5)
(II)	METHOD OF EVALUATION OF TRANSCRIBED PAPERS IN THE ENGLISH SHORTHAND TEST	
	(i) Deduction of marks for Mistakes:	
	<p>(a) Full Mistake - 1 Mark</p> <p>(b) Half Mistake - 0.5 Mark</p> <p>Meaning of ‘Full Mistake’:</p> <ol style="list-style-type: none"> (1) Wrong transcription of a word or words (each). (2) Omission of a word other than article (However, in the case of continuous omission, articles will be treated as individual word only) (3) Commission of word (each) (4) Wrong spelling which conveys different meaning. <p>Meaning of ‘Half Mistake’:-</p> <ol style="list-style-type: none"> (1) Spelling Mistakes (2) Interchange of article (for ‘a’ if ‘the’ is written) (3) Singular / Plural mistakes where it ends with ‘is’ or ‘es’ (4) Omission of a full stop. (5) Placement of a full stop in unwanted place (6) Capital letters not properly placed (in respect of proper nouns) (7) Tense mistakes (like ‘did’ instead of ‘do’ or ‘doing’, etc) (8) Omission of articles, addition of articles, inter-change of articles. <p>(ii) Mistakes which are ignored (for which no marks will be deducted):-</p> <ol style="list-style-type: none"> (1) Failure to make out paragraph. Punctuation marks other than full stop. 	

(III)	<p>ENGLISH LANGUAGE PROFICIENCY TEST: (Maximum Marks: 50 marks ; Duration: 120 Minutes) (Minimum Qualifying Marks: 20 marks) An English Language Proficiency Test will be conducted in Descriptive Type. Syllabus: (Degree Standard) (i) Idioms and Phrases (ii) Essay Writing on general topics (iii) Letter writing (iv) Developing the hints</p>
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ii) TRANSLATOR/INTERPRETER:

- a) The Common Written Examination will consist of 100 multiple choice questions (objective type) to be answered in OMR Answer Sheet. Each question will carry one mark. Duration: **120** Minutes. The question paper will consist of:

(I)	<p>(i) General English (ii) General Knowledge (iii) Numerical and Mental Ability (iv) Analytical and Reasoning Skills (v) General Intelligence (vi) Basic knowledge in Computers (In all, for 100 Marks) (Degree Standard)</p>	<p>Minimum Qualifying Marks:40 marks</p>
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- b) The candidates who are shortlisted in the Common Written Examination will be called for Skill Test viz.

(I)	<p>SKILL TEST: (Maximum Marks: 100 marks ; Duration: 120 Minutes) (Minimum Qualifying Marks: 40 marks) Skill Test for the shortlisted candidates will be set to assess the ability/ eloquence/ knowledge in translation from English to Telugu/Malayalam and the candidates have to translate the given passage from English to Telugu/Malayalam and vice versa.</p>
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iii) JUNIOR GRADE STENOGRAPHER :

- a) The Common Written Examination will consist of 100 multiple choice questions (objective type) to be answered in OMR Answer Sheet. Each question will carry one mark. Duration: **120** Minutes. The question paper will consist of:

(I)	(i) General English (ii) General Knowledge (iii) Numerical and Mental Ability (iv) Analytical and Reasoning Skills (v) General Intelligence (vi) Basic knowledge in Computers (In all, for 100 Marks) (HSC Standard)	Minimum Qualifying Marks: 40 marks
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- b) The candidates who are shortlisted in the Common Written Examination will be called for Skill Test viz.

(I)	ENGLISH SHORTHAND TEST	
	(Maximum Marks: 100) (Minimum qualifying marks: 38.5):	
	Method of Skill Test	Marks (Total: 100 marks)
	Taking down dictation of a passage in English for 7 minutes @ 80 wpm. (Transcription time is 45 minutes for typing in computer and submitting the printout of the same).	90 Marks (for Transcription) (Minimum pass mark: 35) + 10 Marks (for shorthand outline) (Minimum pass mark: 3.5)
(II)	METHOD OF EVALUATION OF TRANSCRIBED PAPERS IN THE ENGLISH SHORTHAND TEST	
	(i) Deduction of marks for Mistakes:	
	(b) Full Mistake - 1 Mark (c) Half Mistake - 0.5 Mark Meaning of 'Full Mistake': (1) Wrong transcription of a word or words (each). (2) Omission of word other than article (However, in the case of continuous omission, articles will be treated as individual word only) (3) Commission of word (each) (4) Wrong spelling which conveys different meaning.	

	<p>Meaning of ‘Half Mistake’:-</p> <ol style="list-style-type: none"> (1) Spelling Mistakes (2) Interchange of article (for ‘a’ if ‘the’ is written) (3) Singular / Plural mistakes where it ends with ‘is’ or ‘es’ (4) Omission of a full stop. (5) Placement of a full stop in unwanted place (6) Capital letters not properly placed (in respect of proper nouns) (7) Tense mistakes (like ‘did’ instead of ‘do’ or ‘doing’, etc) (8) Omission of articles, addition of articles, inter-change of articles. <p>(ii) Mistakes which are ignored (for which no marks will be deducted):-</p> <ol style="list-style-type: none"> (1) Failure to make out paragraph. Punctuation marks other than full stop.
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iv) JUNIOR CLERK & TYPIST:

a) COMMON WRITTEN EXAMINATION:

MAXIMUM MARKS: 100 marks

The Written Examination will consist of 100 multiple choice questions (objective type) to be answered in OMR Answer Sheet. Each question will carry one mark. Duration: **120 Minutes**. The question paper will consist of:

(I)	<ol style="list-style-type: none"> (i) General English (ii) General Knowledge (iii) Numerical and Mental Ability (iv) Analytical and Reasoning Skills (v) General Intelligence (vi) Basic knowledge in Computers <p>(In all, for 100 Marks) (HSC Standard)</p>	<p>Minimum Qualifying Marks: 40 marks</p>
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b) SKILL TEST FOR THE POST OF TYPIST: The candidates who are shortlisted in the Common Written Examination will be called for Skill Test viz.

(I)	ENGLISH TYPEWRITING TEST	
	Maximum Marks: 100 marks (Minimum qualifying marks: 40)	
	Method of Skill Test	Marks (Total: 100 marks)
	Typing a passage in English for 10 minutes @ 30 wpm. Typing speed will be assessed in computer and the candidates will be required to type in computer and typewriter will not be provided.	Max Time : 10 mts.

Note: There will be no Skill Test for the post of Junior Clerk.

v) **DRIVER:**

a) **WRITTEN EXAMINATION:**

MAXIMUM MARKS: 100 marks

The Written Examination will consist of 100 multiple choice questions (objective type) to be answered in OMR Answer Sheet. Each question will carry one mark. Duration: **120** Minutes. The question paper will consist of:

(I)	<p>General knowledge, General Awareness, Driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, numerical and reasoning ability, driving skills and driving sense, first aid, emergency care etc.</p> <p>(For 100 marks) (VIII Standard)</p>	<p>Minimum Qualifying Marks: 40 marks</p>
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b) **SKILL TEST:** (Maximum 100 Marks)

(Minimum qualifying mark: 40 marks)

The candidates who are shortlisted in the Written Examination, will be called for Skill Test to test their driving skill knowledge in driving theory, pre-driving checks, zone of vision, priority for certain vehicles, traffic education, vehicle mechanism and repairs, good qualities of driver, driving skills, first aid, emergency care, general manner and attitude.

vi) MULTI-TASKING STAFF (GENERAL):

a) WRITTEN EXAMINATION:

(Maximum marks: 100 marks)

The written examination will consist of 100 multiple choice questions (objective type) to be answered in OMR Answer Sheet. Each question will carry one Mark. Duration: **120** minutes. The question paper will consist of:

(I)	<p>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.</p> <p>(For 100 marks) (SSLC Standard)</p>	<p>Minimum Qualifying Marks: 40 marks</p>
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b) SKILL TEST (70 Marks) (Minimum qualifying mark: 21 marks):

The candidates who are shortlisted in the written examination will be called for Skill test, to test their knowledge in office maintenance, house-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service, gardening skills, water conservation, basic principles of guarding a house/office etc.

Note:

- If the number of vacancies notified for a post are five and above, the candidates for Skill Test will be shortlisted from among the qualified candidates in the Written Examination, as per merit, based on the marks secured by them in the Written Examination, in the ratio of 1:2 or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.
- If the number of vacancies notified for a post are four and below, the candidates for Skill Test will be shortlisted from among the qualified candidates in the Written Examination, as per merit, based on the marks secured by them in the Written Examination, 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 (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 Skill 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 Skill Test.
- Any representation from candidates for changing the date of Examination/ Selection process, change of examination centre, 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.

9. GENERAL INFORMATION:

- (i) The questions in Common Written Examination will be set in English Language for the posts of Senior Grade Stenographer, Junior Grade Stenographer, Translator/ Interpreter, Junior Clerk and Typist.
- (ii) The questions in Written Examination will be set in bilingual (i.e., Tamil and English Language) for the posts of Driver and Multi Tasking Staff (General).
- (iii) Marks secured in Common Written Examination will be considered for shortlisting the candidates for next phase of selection i.e. Skill Test. Candidates will be shortlisted based on the marks obtained in the Written Examination/ Common Written Examination by following rule of reservation applicable to the Puducherry Judicial Subordinate Service.
- (iv) The Skill Test conducted for the posts of Senior Grade Stenographer, Junior Grade Stenographer, Translator/ Interpreter, Typist, Driver and Multi Tasking Staff is qualifying in nature only. The candidate has to secure minimum qualifying marks in the Skill Test. The candidates who do not qualify in Skill Test will not be included for next phase of selection.
- (v) At the time of Skill Test, certificate verification will be done.
- (vi) The method of Skill Test and date will be intimated to the eligible candidates in the Recruitment Portal of Madras High Court. The venue for Skill test will be at Puducherry or any other place as decided by the Judicial Recruitment Cell, High Court, Madras.
- (vii) The candidates for Skill Test will be shortlisted based on merit in the written examination, in the ratio 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 Skill 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 skill test.

10. METHOD OF EVALUATION OF TYPING TEST:

Evaluation of Typing Test papers will be done as per the Scheme of Valuation for Typewriting issued by the Directorate of Technical Education, Tamil Nadu or approved by the Government of Puducherry.

11. CERTIFICATE VERIFICATION:

For Certificate Verification, the candidates will be shortlisted in the ratio of 1:2 or such number as may be decided by Judicial Recruitment Cell, High Court, Madras for the post of Junior Clerk corresponding to the number of vacancies, following the rule of reservation for each post separately from and out of the qualified candidates i.e., in Written Examination as per merit.

12. PREPARATION OF SELECTION LIST:

After completion of Certificate Verification, selection of candidates will be made on the basis of marks secured by the candidates in the Written Examination as per merit by following the Rule of Reservation.

Note:

The marks obtained in the Skill Test will be only of qualifying nature and not considered for preparation of Merit list.

13. EXAMINATION CENTRES:

- (a) The Written/ Common Written Examination will be held at Puducherry and/or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras. Request for change of venue will not be entertained under any circumstances.
- (b) After written examination, the Skill Test will be held at Puducherry and/or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras; and the dates of the Skill Test will be intimated to the eligible candidates, in due course in the Recruitment Portal of the High Court, Madras.
- (c) No TA/DA will be paid to the candidates to appear for the Written Examination / Skill Test.

14. IMPORTANT INFORMATION:

The information regarding the examination will be intimated through the official website of the Judicial Recruitment Cell, High Court, Madras <https://www.mhc.tn.gov.in> in due course besides sending an information in this regard to the Registered Mobile Number of the candidate 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 and they have to download the Call letter or intimation letter as the case may be, from the official website of the Judicial Recruitment Cell, High Court, Madras, to appear for the examination.

Note:

The results published through website are provisional only. The Registry is not responsible for any inadvertent error that may have crept in the data/ results being published on the website. This is being published on the website just for immediate information to the candidates. Only, the final mark should be treated as authentic and final in this regard.

**HIGH COURT, MADRAS.
DATE: 24.03.2024**

**Sd/-
REGISTRAR GENERAL**