



## **HIGH COURT OF MADRAS**

**NOTIFICATION No. 71/2025**

**DATED: 06.04.2025**

|                                                 |                   |
|-------------------------------------------------|-------------------|
| Date of Notification                            | <b>06.04.2025</b> |
| Last date for submission of Online Applications | <b>05.05.2025</b> |
| Last date for remittance of fee                 | <b>06.05.2025</b> |

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** (<https://www.mhc.tn.gov.in>) for direct recruitment to the posts of (i) **PERSONAL ASSISTANT TO THE HON'BLE JUDGES** (ii) **PRIVATE SECRETARY TO THE REGISTRAR GENERAL** (iii) **PERSONAL ASSISTANT (TO THE REGISTRARS)** and (iv) **PERSONAL CLERK (TO THE DEPUTY REGISTRARS)**, in the Madras High Court Service.

### **CAUTION**

- All Recruitments by the Judicial Recruitment Cell, High Court, Madras, are made purely on merit basis.
- The applicants, 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 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.
- The applicants indulging in unfair means like approaching the Recruitment body either in person or through anyone for undue favours will be disqualified from appointment.
- The 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 online applications once finally submitted cannot be edited. **Hence, the applicants are strictly cautioned to verify the filled in online applications carefully, before finally submitting the same.**

### **IMPORTANT INFORMATION TO CANDIDATES**

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | Applications submitted through online mode ( <a href="https://www.mhc.tn.gov.in">https://www.mhc.tn.gov.in</a> ) <b><u>WILL ALONE</u></b> 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 correspondence in this regard will be entertained, under any circumstances.                                                                                                                                                                                                                                      |
| (b) | Before filling the online application, the candidates applying for the posts of <b>Personal Assistant to the Hon'ble Judges, Private Secretary to the Registrar General, Personal Assistant (to the Registrars) and Personal Clerk (to the Deputy Registrars)</b> are advised to thoroughly and carefully go through the 'Notification' and 'Common Instructions to the candidates', available in the Recruitment Portal of the Madras High Court ( <a href="https://www.mhc.tn.gov.in">https://www.mhc.tn.gov.in</a> ) and they shall ensure themselves that they fulfil all the required qualifications and are not disqualified for appointment. |
| (c) | The applicants are advised to make use of ONLY DESKTOP or LAPTOP to apply for the post/s online and not to apply through smart phone or tab, since the application module is compatible only for desktop or laptop.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| (d) | The applicants who are eligible and willing to apply for all the posts, need not apply separately for each post. However, they can choose the name of the post/s applying for, in the application. Non-exempted category applicants shall pay separate fee for each post.                                                                                                                                                                                                                                                                                                                                                                           |
| (e) | If the applicants are found not eligible to apply for any of the above post/s, they will be disqualified from participating in the selection process of the Madras High Court for the said post/s at any stage of the selection process.                                                                                                                                                                                                                                                                                                                                                                                                            |
| (f) | Mere registration will not be considered as an application for any post/s. 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.                                                                                                                                                                                                                                                                                                     |
| (g) | In case of applicants who have applied for all the posts notified / more than one post notified, if they are selected for all posts / more than one post (as per merit and communal roster), their candidature will be considered in the order of the posts notified above. No correspondence will be entertained in this regard.                                                                                                                                                                                                                                                                                                                   |
| (h) | The applicants are required to apply for the desired post/s only once to avoid multiple application issues. The Judicial Recruitment Cell, High Court, Madras will not be responsible for the problems arising out of the multiple applications submitted by the applicants. Therefore, the applicants are required to exercise caution while applying for the post/s.                                                                                                                                                                                                                                                                              |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i) | <p>The persons belonging to the State of Tamil Nadu / Union Territory of Puducherry and belonging to one of the communities viz., Scheduled Castes or Scheduled Caste (Arunthathiyars) or Scheduled Tribes or Most Backward Classes &amp; 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 the Union Territory of Puducherry) will be treated only as <b>‘Unreserved Category candidates’</b>, 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. <b>Applications of other State / Union Territory candidates i.e. except the State of Tamil Nadu and the Union Territory of Puducherry, who have applied by citing their communal status in their respective States / Union Territories and without paying required fee and who are age barred will be summarily rejected and no correspondence in this regard will be entertained.</b></p> |
| (j) | <p>If the applicants had applied for any post by suppression / providing wrong information, they will be disqualified from participating in the selection process at any stage, apart from penal action and after selection, if the same is found, their participation/continuation in selection process/appointment/employment will be based on the decision to be taken by the Judicial Recruitment Cell, High Court, Madras or Appointing Authority.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| (k) | <p>Persons with Benchmark Disability (i.e. <b>The disability should not be less than 40%</b>), on their selection, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the applicant incapable of efficiently discharging their duties and they also satisfy the Appointing Authority that their disability will not affect the effective discharge of their duties. Scribe Assistance will be permitted only for ‘Common Written Examination’. Compensatory time of twenty Minutes (20 minutes) per hour is allowed to the candidates with benchmark disability and also to the candidates availing the service of the scribes to complete the Common Written Examination. The candidates who opt for scribe assistance should upload / submit the certificate, whenever called for, in the form specified in <b>Annexure-F</b> to the ‘Common Instructions to the candidates’ regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.</p>                                                                                                                                                                                                           |

|            |                                                                                                                                                                                                                                                                                                        |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>(l)</b> | The applicants claiming reservation under Persons Studied in Tamil Medium (PSTM) should have studied through Tamil Medium of instruction upto the Educational Qualification prescribed.                                                                                                                |
| <b>(m)</b> | 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]. |

## **2. NUMBER OF VACANCIES AND SCALE OF PAY:**

| <b>Sl. No.</b> | <b>Name of the post</b>                    | <b>Scale of Pay (Revised)</b>                              | <b>No. of vacancies</b> |
|----------------|--------------------------------------------|------------------------------------------------------------|-------------------------|
| 1              | Personal Assistant to the Hon’ble Judges   | <b>Pay Level-22:</b><br>Rs.56,100-2,05,700/- +<br>Spl. Pay | <b>28</b>               |
| 2              | Private Secretary to the Registrar General | <b>Pay Level-22:</b><br>Rs.56,100-2,05,700/- +<br>Spl. Pay | <b>1</b>                |
| 3              | Personal Assistant (to the Registrars)     | <b>Pay Level-16:</b><br>Rs.36,400-1,34,200/-               | <b>14</b>               |
| 4              | Personal Clerk (to the Deputy Registrars)  | <b>Pay Level-10:</b><br>Rs.20,600-75,900/-                 | <b>4</b>                |

## **3. DISTRIBUTION OF VACANCIES:**

See Annexure to this Notification.

### **NOTE:**

The post of Personal Assistant to the Hon’ble Judges has been identified as suitable for LV, HH, LD (OL, BL), **LD (Others)#**, LC, DF, AC, as per G.O.(Ms) No.06, Welfare of Differently Abled Persons (DAP.3.2) Department, dated 21.03.2018.

#G.O.(Ms) No.9, Welfare of Differently Abled Persons (DAP 3.2) Department, dated 23.03.2023.

**[Abbreviations: LV- Low Vision; HH-Hard of Hearing; LD – Locomotor Disability; OL-One Leg; BL-Both Legs; LC-Leprosy Cured, DF-Dwarfism and AC-Acid Attack Victims].**

## **4. QUALIFICATIONS:**

### **(A) AGE (as on 01.07.2025) :**

Candidates should not have been born after 01.07.2007 and should have attained 18 years of age as on 01.07.2025.

| Sl. No. | Category of Applicant                                                                                                                                                                                                                                                                                               | Maximum Age (should not have completed) | Candidates should not have been born on or before |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------|
| 1       | <b>For reserved categories i.e.</b><br>SC/SC(A)/ST/ MBC&DC/BC/ BCM                                                                                                                                                                                                                                                  | 37 years*                               | 01.07.1988                                        |
| 2       | <b>For Others / Unreserved categories</b><br>[i.e., Applicants not belonging to SC / SC(A)/ ST / MBC & DC / BC and BCM] [Persons belonging to other States / Union Territories i.e. except the State of Tamil Nadu and the Union Territory of Puducherry, will be treated only as ‘Unreserved category’ candidates] | 32 years*                               | 01.07.1993                                        |
| 3       | <b>For In-Service candidates</b><br>[“In-Service candidate” means – Fulltime member or approved / unapproved probationer of the Madras High Court Service or Tamil Nadu Judicial Ministerial Service]                                                                                                               | 47 years*                               | 01.07.1978                                        |

**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.

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| (i) | <p><b><u>The maximum age stated above is not applicable to the following category of candidates:</u></b></p> <p>(a) <b><u>For Differently Abled Persons:</u></b><br/>Persons with Benchmark Disability (i.e. <b>The disability should not be less than 40%.</b>) 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.</p> <p>(b) <b><u>For Ex-servicemen:</u></b><br/>[For definition of ‘Ex-Servicemen’, refer Section 3(j) of the Tamil Nadu Government Servant (Conditions of Service) Act 2016.<br/>(a) The maximum age limit is 55 Years* for the Ex-servicemen, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2025.</p> |
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|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | <p>(b) The maximum age limit is 50 years* for those who do not belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 01.07.2025.<br/>(Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).</p> <p>(c) <b><u>Discharged or temporary Government employees:</u></b><br/>Discharged or temporary Government employees who have not completed 42 years* of age as on 01.07.2025, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous service) upto the date of the Notification.</p> <p><b><u>Explanation:</u></b> <i>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).</i></p> |
| (ii)  | No special age concession is applicable for Destitute Widow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (iii) | 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 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 ' <b>No Objection Certificate</b> ' in the form prescribed in <b>Annexure-B</b> , subsequent to this Notification, 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.                                                                                                                                                                        |

**\* For direct recruitments, maximum age limit has been increased by 2 years, vide G.O. (Ms). No.91, Human Resources Management (S) Department, dated 13.09.2021.**

**(B). EDUCATIONAL AND TECHNICAL QUALIFICATIONS:**

| Sl. No. | Name of the Post                           | Educational Qualifications required                                                                                                                                   | Typewriting and Shorthand Qualifications required                                                                                                                                                                                                                                                                                                                                    | Other Technical Qualifications required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i)     | Personal Assistant to the Hon'ble Judges   | Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a recognized University in Indian Union in 10+2+3 or 11+1+3 pattern | Candidates must have passed the Government Technical Examination in <b>English Shorthand and English Typewriting – Higher / Senior Grade and Tamil Typewriting Higher / Senior Grade.</b> (i.e. 120 words per minute in respect of English Shorthand and 45 words per minute in respect of English and Tamil Typewriting)                                                            | <p>Candidates must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.</p> <p><b>Note:</b></p> <p><b>(a)</b> The candidates who do not possess the Certificate Course in Computer on Office Automation, may also apply for the said post/s. If selected, they should acquire such qualification within the period of their probation.</p> <p><b>(b)</b> Those who possess Degree (or) Diploma in Computer science (or) Computer Engineering as one of the subjects approved by the University Grants Commission/All India Council for Technical Education/Directorate of Technical Education (or an equivalent body) are exempted from passing the “Certificate Course in Computer on Office Automation” conducted by the Directorate of Technical Education.</p> |
| (ii)    | Private Secretary to the Registrar General |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| (iii)   | Personal Assistant (to the Registrars)     | Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a recognized University in Indian Union in 10+2+3 or 11+1+3 pattern | Candidates must have passed the Government Technical Examination in <b>(i) English and Tamil Shorthand – Higher / Senior Grade AND (ii) English and Tamil Typewriting – Higher / Senior Grade</b> (i.e. 120 words per minute in respect of English Shorthand; 90 words per minute in respect of Tamil Shorthand and 45 words per minute in respect of English and Tamil Typewriting) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| (iv)    | Personal Clerk (to the Deputy Registrars)  |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

- The 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 applicants 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 supporting Government Order with regard to equivalence of their educational / technical qualification, will not be entertained under any circumstances.

### **5. EXAMINATION FEE:-**

| <b>Sl. No.</b> | <b>Category</b>                                                                                                                                                                                                                                                                                                                                         | <b>Amount</b>                                 |           |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------|
| 1              | BC/BCM/MBC&DC/OTHERS/UR                                                                                                                                                                                                                                                                                                                                 | 1. Personal Assistant to the Hon'ble Judges   | Rs.1200/- |
|                |                                                                                                                                                                                                                                                                                                                                                         | 2. Private Secretary to the Registrar General | Rs.1200/- |
|                |                                                                                                                                                                                                                                                                                                                                                         | 3. Personal Assistant (to the Registrars)     | Rs.1000/- |
|                |                                                                                                                                                                                                                                                                                                                                                         | 4. Personal Clerk (to the Deputy Registrars)  | Rs. 800/- |
| 2              | SC/SC(A)/ST<br>(Fee exemption is applicable only to SC/SC(A)/ ST candidates belonging to the State of Tamil Nadu / Union Territory of Puducherry)                                                                                                                                                                                                       | Total Exemption                               |           |
| 3              | Persons with Disability and Destitute Widows of all communities:-<br>(a) For differently abled persons, the disability should not be less than 40% [Benchmark Disabilities]<br>(b) For Destitute Widows, the “ <b>Destitute Widow Certificate</b> ” should have been obtained from the Revenue Divisional Officer / Sub Collector / Assistant Collector | Total Exemption                               |           |

**Note:**

- a. Applicants claiming Age relaxation and Fee exemption referred to above and other claims including Communal Reservation and Other Reservation categories made in the Online application, shall possess valid certificates issued by the Competent Authority on or before the date of Notification and shall produce the same as and when required. **As far as Destitute Widow Certificate is concerned, the same should be obtained after the date of notification.**
- b. The candidates who secure minimum qualifying marks in the Common Written Examination shall upload the document(s) / certificate(s), in respect of the claims made in their online application, whenever called for, within a period of 72 hours stipulated therein and failing to upload the same will lead to rejection of their claim / application. If the candidates fail to upload the required documents within the stipulated period of 72 hours, they shall not be entitled to any further extension of time to produce the same.
- c. Applicants shall also submit the original certificates, for verification, as and when called for, otherwise, their applications will be summarily rejected and no correspondence in this regard will be entertained.
- d. The application of the candidate who makes false claim/suppression of information for fee exemption or age relaxation or any other benefits will be rejected at any stage of selection.
- e. The fees once paid will neither be refunded to the applicants nor adjusted towards any other selection under any circumstances.

**6. MODE OF SELECTION:-**

The selection of candidates will be based on the following:

- (A) Common Written Examination (Qualifying in nature);
- (B) Skill Test; and
- (C) Viva-voce

**(A) COMMON WRITTEN EXAMINATION FOR ALL THE POSTS:**  
**(Maximum Marks:150)**

The Common Written Examination will consist of two parts as specified in the table below:

| Subject                                                                                                                                                                                                                                                                                                                                 | Method of Common Written Examination                                        | Total Marks | Minimum Qualifying Marks | Duration    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------|--------------------------|-------------|
| <b><u>PART-A (SSLC STANDARD)</u></b><br>Tamil Eligibility Test<br>[Refer G.O.Ms.No.133, Human Resources (M) Department, dated 01.12.2021]<br><b><u>FOR PERSONS WITH DISABILITY:</u></b><br>Only for the physically Challenged candidates, who opt for 'General English' in Common Written Examination, the syllabus will be in English. | Objective Type (OMR)                                                        | 50          | 20                       | 180 Minutes |
| <b><u>PART-B: (Degree Standard)</u></b><br>Descriptive Type – English Test                                                                                                                                                                                                                                                              | Descriptive Type (should be handwritten in the Question-cum-Answer Booklet) | 100         | 35                       |             |

### **SYLLABUS**

|          |                                                                                                                                                                                                                                                                                                                         |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PART – A | General Tamil (Upto SSLC Standard as per Tamil Nadu State Government syllabus)<br>General English (Upto SSLC Standard as per Tamil Nadu State Government syllabus)** <b>[for persons with disability who have opted for General English]</b><br>**Refer G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022. |
| PART – B | <b><u>Degree standard</u></b><br>(i) Essay Writing on general topics<br>(ii) Precis writing<br>(iii) Letter writing<br>(iv) Elaboration<br>(v) Make your own sentence                                                                                                                                                   |

### **Note:**

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>i.</b> | The questions in Part – 'A' (Objective type) will be in Tamil.<br>For persons with disability, it will be set either in Tamil or in English language as per their option. As per G.O. (MS.) No.49, Human Resources (M) Department, dated 23.05.2022, the Government has granted exemption in writing the Tamil Eligibility Test for the persons with disability, who have studied in English medium. Hence, test will be conducted in General English (SSLC Standard) for |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|             |                                                                                                                                                                                                                                                                                                                                                                       |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | those who have opted for the same. This is applicable to the persons having disability below 40% also.                                                                                                                                                                                                                                                                |
| <b>ii.</b>  | The questions in Part- 'B' (Descriptive type) will be only in English.                                                                                                                                                                                                                                                                                                |
| <b>iii.</b> | The candidate should get qualified in <b>Part - A and Part – B</b> separately.                                                                                                                                                                                                                                                                                        |
| <b>iv.</b>  | The marks secured 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 candidates.                                                                                                                                                                                |
| <b>v.</b>   | All the candidates qualified in the Common Written Examination will be called for Skill Test for the post/s applied for.                                                                                                                                                                                                                                              |
| <b>vi.</b>  | Any representation from candidates for changing the dates of examination/ selection process, change of examination centre, for relaxation of conditions mentioned in the advertisement or exam related direction or guidelines or minimum marks or qualification / requirement etc. or for revaluation / retotaling will not be entertained, under any circumstances. |

**(B) SKILL TEST:**

| <b>Name of the Post</b>                                                                          | <b>Method of Skill Test</b>                   |                                                                                                                                                                             | <b>Marks</b>                                                        |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1. Personal Assistant to the Hon'ble Judges<br><br>2. Private Secretary to the Registrar General | (i) English Shorthand Test                    | Taking down dictation of a passage in English for 7 minutes @ 120 wpm. (Transcription time 45 minutes for typing in the computers and submitting the printout of the same). | <b>70 Marks</b> (for Transcription)<br>(Minimum pass mark: 28)<br>+ |
|                                                                                                  | <b>AND</b><br><br>(ii) Tamil Typewriting Test | Typing passage in Tamil for 5 minutes @45 wpm in Computers ( <b>MCL BHARATHI FONT</b> )                                                                                     | <b>Maximum marks: 20</b><br>Minimum qualifying marks: 8             |

| Name of the Post                             | Method of Skill Test             |                                                                                                                                                                             | Marks                                                                                                                                    |
|----------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Personal Assistant (to the Registrars)    | (i) English Shorthand Test       | Taking down dictation of a passage in English for 7 minutes @ 120 wpm. (Transcription time 45 minutes for typing in the computers and submitting the printout of the same). | <b>90 Marks</b> (for Transcription)<br>(Minimum pass mark: 36)<br>+<br><b>10 Marks</b> (for shorthand outline)<br>(Minimum pass mark: 4) |
| 4. Personal Clerk (to the Deputy Registrars) | AND<br>(ii) Tamil Shorthand Test | Taking down dictation of a passage in Tamil for 7 minutes @ 90 wpm. (Transcription time 45 minutes for typing in the computers and submitting the printout of the same).    | <b>90 Marks</b> (for Transcription)<br>(Minimum pass mark: 36)<br>+<br><b>10 Marks</b> (for shorthand outline) (Minimum pass mark 4)     |

**(i) METHOD OF EVALUATION OF TRANSCRIBED PAPERS IN THE ENGLISH SHORTHAND TEST:-**

**(a) Deduction of marks for Mistakes:**

- (a) Full Mistake - 1 Mark
- (b) 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, continuous omission, articles will be treated as individual words only)
- (3) Commission of word (each)
- (4) Wrong spelling which conveys different meaning.

**Meaning of 'Half Mistake':-**

- (1) Spelling Mistakes
- (2) Interchange of article ('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 places
- (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.

**(b) Mistakes which are ignored (for which no marks will be deducted):-**

(1) Failure to make out paragraph

(2) Punctuation marks other than full stop.

**(ii) METHOD OF EVALUATION OF TRANSCRIBED PAPERS IN THE TAMIL SHORTHAND TEST:**

**முழுப் பிழைகள்**

1. ஒரு சொல்லுக்குப் பதிலாக வேறொரு சொல்லை எழுதுதல்.
2. ஓரீடத்தில் ஒன்று அல்லது ஒன்றுக்கு மேற்பட்ட தேவையற்ற சொற்களை எழுதுதல்,
3. பொருள் முற்றிலும் மாறுபடும் சொற்பிழை.

**அரைப் பிழைகள்**

1. ஒருமை பன்மை மாறுபடல்.
2. முற்றுப்புள்ளி போடாது இருப்பது. தேவையில்லாத இடத்தில் போடுவது.
3. வேற்றுமை உருபு இருக்க வேண்டிய இடத்தில் இல்லாதிருப்பது. தேவையில்லாத இடத்தில் இருப்பது, மாறுபட்டு இருப்பது.
4. சொல்லின் கடைசியில் ஆ, ஏ, ஓ சேர்க்கப்படுவது, விடப்படுவது,
5. பொருள் மாறுபடாத சொற்பிழைகள்.

**கால் பிழைகள்**

சந்திப் பிழை (எத்தனை சந்திப் பிழைகள் இருந்தாலும் பெருமமாக 12 கால் பிழைகள். அதாவது 3 முழுப்பிழைகள் மட்டுமே குறிக்கப்பட்டு அவற்றிற்குரிய மதிப்பெண்கள் குறைக்கப்படும்)

**(iii) METHOD OF EVALUATION OF TAMIL TYPEWRITING TEST**

For each mistake (explained in the 'NATURE OF MISTAKES') 1.25 marks will be deducted.

**NATURE OF MISTAKES:**

- a. Any unwanted addition or repetition of letter / letters or word / words irrespective of number of words in one place. (If mistakes are committed in the repeated words, they need not be penalized)
- b. Corrections made in pen or pencil. Erasing or applying fluid after taking print outs.

- c. Omission of words more than one, whether at the beginning, in the middle or at the end (each word as referred below is treated as one mistake)
- தணிக்கையாளர்கள் வந்தார்கள் - (27 strokes – 6 words)
  - நீ வா - (5 strokes – 1 word)
  - கலா பாடுகிறாள் - (13 strokes – 3 words)
- d. In the case of omission of more than one word only, stroke calculation is adopted for counting words. In all other cases, a word should be taken as a word as such.
- e. Omission of a single word at a place, irrespective of number of strokes in the word, should be treated as one mistake.
- f. Wrong substitution of word(s).
- g. Wrong punctuation mark or omission of a punctuation mark.
- h. Omission of the required space after a punctuation mark.
- i. Omission of a space between two words, in every place.
- j. Leaving a space in a wrong place (i.e.) before a punctuation mark or in the middle of a word.
- k. After full stop, exclamation mark or interrogation sign, two spaces must be left uniformly throughout the passage. But, if only one space is left in one or more places, the total number of such lapses must be counted, since each lapse will be reckoned as an omission of a stroke. The total number of strokes must be divided by five to determine the deduction of marks as per 6(B)(iii)(c).
- l. Spelling mistake (one mistake for each word)

**Note:**

- For the candidates who have applied only for the posts of **(i) Personal Assistant to the Hon'ble Judges** and/or **(ii) Private Secretary to the Registrar General** and got qualified in the Common Written Examination, skill test in **English Shorthand** and **Tamil Typewriting** will be conducted, as stated above.
- To be shortlisted for Viva-voce for the posts of **(i) Personal Assistant to the Hon'ble Judges** and/or **(ii) Private Secretary to the Registrar General**, the candidates should get qualified in the skill test for **English Shorthand and Tamil Typewriting**.
- For the candidates who have applied for the posts of **(i) Personal Assistant (to the Registrars)** and/or **(ii) Personal Clerk (to the Deputy Registrars)** and got qualified in the Common Written Examination, Skill

Test in **English Shorthand** and **Tamil Shorthand** will be conducted, as stated above.

- To be shortlisted for Viva-voce for the posts of Personal Assistant (to the Registrars) and Personal Clerk (to the Deputy Registrars), the candidates should get qualified **in the skill test for English Shorthand and Tamil Shorthand**.
- In case of candidates who have applied for the posts of (i) Personal Assistant to the Hon'ble Judges and/or (ii) Private Secretary to the Registrar General along with the posts of (iii) Personal Assistant (to the Registrars) and/or (iv) Personal Clerk (to the Deputy Registrars) and who got qualified in the Common Written Examination and appeared for skill test for English Shorthand, Tamil typewriting and skill test for Tamil Shorthand, if they qualify only in the English Shorthand and Tamil typewriting and not qualified in the skill test for Tamil Shorthand, their names will be considered for shortlisting for Viva-voce only for the post of Personal Assistant to the Hon'ble Judges and/or Private Secretary to the Registrar General, based on merit and following the rule of reservation.
- In both the Shorthand tests, the candidate should pass in Transcription and outline parts separately and only those candidates, will be considered as qualified in the respective shorthand test so as to be considered for shortlisting for Viva-voce based on merit and following the rule of reservation.
- For Viva-voce, the candidates will be shortlisted as per merit, based on the marks secured by them in the Skill Test, from among the qualified candidates in the respective Skill 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, following the rule of reservation. Therefore, mere securing of minimum qualifying marks in the Skill Test will not confer any right on the candidate to get qualified for Viva-voce.

**Explanation:**

*If the number of vacancies notified to be filled by anyone or more of the Reservation Groups viz. Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim) or General Turn is **five and above**, the number of candidates to be admitted to the Viva-voce will be **two times** the number of vacancies.*

*If the number of vacancies notified to be filled by anyone or more of the Reservation Groups viz. Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim) or General Turn is **four and below**, the number of candidates to be admitted to the Viva-voce will be **three times** the number of vacancies.*

*However, in each reservation group, all the candidates, who secure the same mark as that of the cut-off mark for their reservation group, will be admitted to the Viva-voce. Therefore, mere securing the minimum qualifying mark in the Skill Test will not confer any right on the candidate to get qualified for the Viva-voce.*

### **C. VIVA-VOCE: (Maximum Marks: 15) (Minimum qualifying marks: 6)**

The object of Viva-voce is to assess the suitability of the candidates by judging their language skills, vocabulary, mental alertness, skills, attitude, ethics, character, grasping power, expertise in computer skills etc.

### **7. PREPARATION OF SELECTION LIST:**

Final selection of candidates will be made on the basis of combined marks secured by the candidates in the Skill Test and Viva-voce, as per merit, by following the rule of reservation.

In case of candidates who have applied for all the posts/more than one post notified, if they are selected for all/more than one post (as per merit and communal roster), their selection will be considered for the posts applied for by them in the order of posts notified above viz. (i) for the post of Personal Assistant to the Hon'ble Judges, (ii) for the post of Private Secretary to the Registrar General, (iii) for the post of Personal Assistant (to the Registrars) and (iv) for the post of Personal Clerk (to the Deputy Registrars) i.e. from the post carrying higher scale of pay to the post carrying lower scale of pay.

### **8. NATURE OF DUTIES:-**

#### **(a) The selected candidates for the post of Personal Assistant to the Hon'ble Judges shall:**

- (i) Attend Courts, Chambers and Residence Offices of the Hon'ble Judges to take down shorthand dictation and transcribe the same with the aid of computer.
- (ii) Attend any other work assigned by the Hon'ble Judges/Superiors.

- (iii) Duty hours may extend beyond normal working hours and also on holidays.

**(b) The selected candidates for the posts of Private Secretary to the Registrar General shall:**

- (i) Attend the Chamber of the Registrar General and will be responsible for the maintenance of all files/correspondences from and to the Registrar General and to take down shorthand dictation and transcribe the same with the aid of computers;
- (ii) Take down shorthand dictation / record the disciplinary proceedings;
- (iii) Attend any other work assigned by the Superiors.
- (iv) Work beyond normal working hours and also on holidays.

**(c) The selected candidates for the posts of Personal Assistant (to the Registrars) / Personal Clerk (to the Deputy Registrars) shall:**

- (i) Attend the Chambers of the Registrars/Deputy Registrars concerned and will be responsible for the maintenance of all files/correspondences from and to the Registrars/Deputy Registrars concerned and to take down shorthand dictation and transcribe the same with the aid of computers;
- (ii) Take down shorthand dictation / record the disciplinary proceedings;
- (iii) Attend any other work assigned by the Superiors.
- (iv) Work beyond normal working hours and also on holidays.

**9. PLACE OF POSTING:**

The selected candidates will be posted either at the Principal Seat of High Court, Madras at Chennai or at the Madurai Bench of Madras High Court, Madurai and are also liable to be transferred from one place to other at any time, depending on the administrative needs and exigencies.

**10. EXAMINATION CENTRES:**

- (a) Common Written Examination, Skill Test and Viva-voce will be conducted at Chennai 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) The dates of Common Written Examination, Skill Test and Viva-voce / Certificate Verification will be intimated to the eligible candidates only through the official website of the Judicial Recruitment Cell, High Court, Madras (<https://www.mhc.tn.gov.in>) and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are

strictly advised to follow the information in the official website of the Judicial Recruitment Cell, High Court, Madras.

- (c) No TA/DA will be paid to the candidates to appear for the Common Written Examination / Skill Test / Viva-voce.

**11. PUBLICATION OF RESULT:-**

The Results of (a) Common Written Examination, (b) Skill Test and (c) Viva-voce will be hosted in the recruitment portal of the Madras High Court.

**HIGH COURT, MADRAS.  
DATED :06.04.2025**

**S. ALLI  
REGISTRAR GENERAL**

**ANNEXURE TO NOTIFICATION NO.71/2025**

Abbreviations used in the Annexure: GT – General Turn; BC – Backward Classes; BC(M) – Backward Class Muslims; MBC/DC – Most Backward Classes / Denotified Communities; SC – Scheduled Castes; SC(A) – Scheduled Caste (Arunthathiyars); ST – Scheduled Tribes; W – Women; DW – Destitute Widow; PSTM – Persons Studied in Tamil Medium

| <b>DISTRIBUTION OF VACANCIES FOR THE POST OF<br/>PERSONAL ASSISTANT TO THE HON'BLE JUDGES</b> |                                    |                              |                              |                            |
|-----------------------------------------------------------------------------------------------|------------------------------------|------------------------------|------------------------------|----------------------------|
| <b>Sl.No.</b>                                                                                 | <b>Category</b>                    | <b>Backlog<br/>Vacancies</b> | <b>Current<br/>Vacancies</b> | <b>Total<br/>Vacancies</b> |
| 1.                                                                                            | GT                                 | 0                            | 2                            | 2                          |
| 2.                                                                                            | GT (PSTM)                          | 0                            | 1                            | 1                          |
| 3.                                                                                            | BC (OTHER THAN BCM)                | 0                            | 2                            | 2                          |
| 4.                                                                                            | BC (OTHER THAN BCM) (PSTM)         | 0                            | 1                            | 1                          |
| 5.                                                                                            | BC (OTHER THAN BCM) (W)            | 0                            | 1                            | 1                          |
| 6.                                                                                            | BC ( <b>LOW VISION</b> )           | 1                            | 0                            | 1                          |
| 7.                                                                                            | BCM(W)                             | 0                            | 1                            | 1                          |
| 8.                                                                                            | MBC/DC (PSTM)                      | 0                            | 1                            | 1                          |
| 9.                                                                                            | MBC/DC ( <b>LOW VISION</b> )       | 0                            | 1                            | 1                          |
| 10.                                                                                           | MBC/DC ( <b>HARD OF HEARING</b> )  | 1                            | 0                            | 1                          |
| 11.                                                                                           | SC                                 | 4                            | 2                            | 6                          |
| 12.                                                                                           | SC (PSTM)                          | 1                            | 0                            | 1                          |
| 13.                                                                                           | SC (W)                             | 3                            | 1                            | 4                          |
| 14.                                                                                           | SC (W)(PSTM)                       | 1                            | 0                            | 1                          |
| 15.                                                                                           | SC ( <b>LOCOMOTOR DISABILITY</b> ) | 1                            | 0                            | 1                          |
| 16.                                                                                           | SC(A)                              | 1                            | 0                            | 1                          |
| 17.                                                                                           | SC(A) (W)                          | 1                            | 0                            | 1                          |
| 18.                                                                                           | ST                                 | 1                            | 0                            | 1                          |
| <b>TOTAL</b>                                                                                  |                                    | <b>15</b>                    | <b>13</b>                    | <b>28</b>                  |

| <b>DISTRIBUTION OF VACANCIES FOR THE POST OF<br/>PRIVATE SECRETARY TO THE REGISTRAR GENERAL</b> |                 |                              |                              |                            |
|-------------------------------------------------------------------------------------------------|-----------------|------------------------------|------------------------------|----------------------------|
| <b>Sl.No.</b>                                                                                   | <b>Category</b> | <b>Backlog<br/>Vacancies</b> | <b>Current<br/>Vacancies</b> | <b>Total<br/>Vacancies</b> |
| 1                                                                                               | GT              | 0                            | 1                            | 1                          |
| <b>TOTAL</b>                                                                                    |                 | <b>0</b>                     | <b>1</b>                     | <b>1</b>                   |

| <b>DISTRIBUTION OF VACANCIES FOR THE POST OF<br/>PERSONAL ASSISTANT (TO THE REGISTRARS)</b> |                                          |                              |                              |                            |
|---------------------------------------------------------------------------------------------|------------------------------------------|------------------------------|------------------------------|----------------------------|
| <b>Sl.No.</b>                                                                               | <b>Category</b>                          | <b>Backlog<br/>Vacancies</b> | <b>Current<br/>Vacancies</b> | <b>Total<br/>Vacancies</b> |
| 1.                                                                                          | GT                                       | 0                            | 2                            | 2                          |
| 2.                                                                                          | GT (PSTM)                                | 0                            | 1                            | 1                          |
| 3.                                                                                          | GT (W)                                   | 0                            | 1                            | 1                          |
| 4.                                                                                          | <b>GT (BLINDNESS AND LOW<br/>VISION)</b> | 1                            | 0                            | 1                          |
| 5.                                                                                          | BC (OTHER THAN BCM)                      | 0                            | 1                            | 1                          |
| 6.                                                                                          | BC (OTHER THAN BCM)(W)                   | 0                            | 1                            | 1                          |
| 7.                                                                                          | MBC/DC                                   | 0                            | 2                            | 2                          |
| 8.                                                                                          | SC                                       | 0                            | 1                            | 1                          |
| 9.                                                                                          | SC (PSTM)                                | 1                            | 0                            | 1                          |
| 10.                                                                                         | SC (W)                                   | 1                            | 1                            | 2                          |
| 11.                                                                                         | SC (A) (PSTM)                            | 0                            | 1                            | 1                          |
| <b>TOTAL</b>                                                                                |                                          | <b>3</b>                     | <b>11</b>                    | <b>14</b>                  |

| <b>DISTRIBUTION OF VACANCIES FOR THE POST OF<br/>PERSONAL CLERK (TO THE DEPUTY REGISTRARS)</b> |                            |                              |                              |                            |
|------------------------------------------------------------------------------------------------|----------------------------|------------------------------|------------------------------|----------------------------|
| <b>Sl.No.</b>                                                                                  | <b>Category</b>            | <b>Backlog<br/>Vacancies</b> | <b>Current<br/>Vacancies</b> | <b>Total<br/>Vacancies</b> |
| 1                                                                                              | BC (OTHER THAN BCM)(W)(DW) | 0                            | 1                            | 1                          |
| 2                                                                                              | MBC/DC                     | 1                            | 0                            | 1                          |
| 3                                                                                              | MBC/DC (W) (DW)            | 0                            | 1                            | 1                          |
| 4                                                                                              | SC                         | 0                            | 1                            | 1                          |
| <b>TOTAL</b>                                                                                   |                            | <b>1</b>                     | <b>3</b>                     | <b>4</b>                   |

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