

HIGH COURT, MADRAS
NOTIFICATION NO.125 / 2017

Applications are invited, in the prescribed format, for direct recruitment to the following posts in the Madras High Court Service:-

Sl.No.	Name of the post	No. of vacancies	Scale of Pay	Educational Qualifications
1	Sweeper	68*	PB1A Rs.4800 – 10000 + Grade Pay Rs.1300/- + Spl. Allowance	Pass in VIII Standard or its equivalent
2	Sanitary Worker	59*		

* Refer 'Annexure' to this Notification, for Distribution of Vacancies.

2. AGE (as on 01.07.2017)

- i. For reserved categories (SC/SCA/ST/MBC&DC/BC/BCM) : Must have attained the age of 18 years and must not have attained the age of 35 years
- ii. In case of Others : Must have attained the age of 18 years and must not have attained the age of 30 years.
- iii. **In case of in-service candidates : Must not have attained the age of 45 years.

(Explanation: Candidates should not have born after **01.07.1999** and should not have born before:

- a) **02.07.1987** (in case of "others")
- b) **02.07.1982** (in case of SC/SCA/ST/MBC&DC/BC/BCM)
- c) **02.07.1972** (in case of in-service candidates))

****Note: Full member or approved probationer of any service other than Madras High Court Service and Tamil Nadu Judicial Ministerial Service are not eligible to apply to the posts mentioned above, even if they are within the age limit.**

3. FEE: Rs.250/- for each post

- The fee should be paid only by **Demand Draft drawn in any Nationalised Bank** in favour of the **Registrar General, High Court of Madras, payable at Chennai.**
- The candidates belonging to S.C / S.T. and Destitute Widow are exempted from payment of Fee.

- Candidates should verify the correctness of particulars in the Demand Draft enclosed with their application and if the Demand Draft sent by them is found to be defective or invalid, their applications will run the risk of being rejected.
- Fee once paid shall not be refunded under any circumstances.
- The Demand Draft should have been drawn on or after the date of publication of this Notification.
- The candidates willing to apply for both the posts, shall send separate applications, mentioning clearly the post applied.
- The non-exempted candidates applying for both the posts, shall pay separate fee for each of the posts.
- The applications submitted without specifying the post applied for will be rejected summarily and fee remitted, if any, therewith will not be refunded.
- Single application submitted mentioning that it is the application for both the posts, will be rejected summarily and fee remitted, if any, therewith will not be refunded.
- Applications submitted without all relevant self-attested Xerox copies of the certificates will be rejected summarily.

4. LAST DATE AND PROCEDURE FOR SUBMISSION OF APPLICATION:

- The applications are to be submitted **only by offline mode**.
- The application form can be downloaded and the filled in printout of the application form, along with required enclosures and the Demand Draft for payment of fee shall be sent by **registered post** to the **Registrar General, High Court, Madras 600 104** and the same shall reach the office of the Registrar General, High Court, Madras 600 104, before **5.00 pm** on **20/07/2017**.
- The incomplete application without prescribed /required enclosures and the applications received after the due date will be summarily rejected and no further communication/representation in this regard will be entertained. No excuse for postal delays. No separate acknowledgement will be sent to the candidates, for the receipt of the application.
- The Envelop containing the application form and all the enclosures should be endorsed on the top of the Envelop as “APPLICATION FOR THE POST OF

5. MODE OF SELECTION:

The selection of candidates for the posts will be based on **Common Written Examination, Practical test and Interview, in the following manner:-**

Subject	Duration	Maximum Marks	Minimum Qualifying Marks
<u>For Written Examination (OBJECTIVE TYPE)</u> <u>(Upto 8th standard level of the Tamil Nadu State Government Syllabus)</u> <u>Single Paper containing:</u> PART-A: General Knowledge (35 questions) AND PART-B: General Tamil (15 questions) <u>(Each question carries one mark.</u> <u>No negative mark for wrong answers.</u> <u>Questions will be bi-lingual i.e. in Tamil and English for Part-A-General Knowledge)</u>	60 Minutes	50	15
For Practical Test	-	15	5
For Interview	-	10	3

- The candidates who pass the Written Examination, as per the above said qualifying marks or cut-off marks, as fixed by the High Court, over and above the minimum qualifying marks, if need be, will alone be called for Practical Test
- The candidates who secure minimum qualifying marks in the Practical Test, as per the above said qualifying marks or cut-off marks, as fixed by the High Court, over and above the minimum qualifying marks, if need be, will alone be called for Interview.
- The candidates who attend the Interview and obtain the qualifying marks therein will alone be considered for final selection.
- Final selection will be made based on the combined marks secured by the candidates in the Written Examination, practical test and Interview, in the order of merit and as per the communal roster.
- Written Examination, practical test and Interview will be conducted only at Chennai.
- The Hall Ticket for Written Examination will be sent to the candidates, whose applications are found to be in order, to the 'Address for communication' mentioned by the candidates in their applications.

6. NATURE OF DUTIES:

a.For the post of Sweeper:

- (i) To sweep, clean and mop the office rooms, chambers, corridors, verandahs and the entire office premises daily and properly and to perform such other allied works, as assigned by the superior officers.
- (ii) To collect and dispose off all waste and rubbish in the office premises.
- (ii) To maintain the entire office premises in a clean and tidy manner.

b.For the post of Sanitary Worker:

- (i) to clean the lavatories, urinals, wash basins in the office premises and chambers daily and properly and to perform such other allied works pertaining to hygiene and general maintenance of toilets and other works as assigned by the superior officers, to ensure hygienic cleanliness in the office premises.
- (ii) To maintain the entire office premises in a clean and tidy manner.

7. LIST OF DOCUMENTS TO BE ENCLOSED ALONG WITH THE APPLICATION: (Original Certificates should not be enclosed)

1. Self-attested copies of Educational Qualifications.
2. Self-attested copy of Gazette Notification, in case of change of name.
3. Self-attested copy in proof of date of birth (Birth Certificate / TC).
4. Self-attested copy of Community Certificate.
5. Self-attested copy of the Certificate issued by the Competent Authority, in the case of 'Destitute Widow'.
6. Self-attested copy of the Certificate for Persons Studied in Tamil Medium (PSTM), issued by the Head of the Institution for the candidates, claiming benefits of PSTM.
7. Self-attested copy of the 'No Objection Certificate' issued by the Head of Department, in the case of persons working in Government Department / Government Undertaking.
8. Self-attested copy of the document certifying the character and conduct of the candidate, issued by the Head of Institution in which the candidate last studied / studying. (Conduct Certificate / TC)
9. Two passport size photographs (besides pasting one passport size photograph in the application).
10. Demand Draft for the payment of fee (to whomever applicable).

High Court, Madras
Dated: 14.07.2017.

Registrar General.

ANNEXURE**DISTRIBUTION OF VACANCIES**

Sl.No	Category	For the post of Sweeper	For the post of Sanitary worker
1	GT (P)	3	3
2	SC (A) (W) (DW) (P)	1	1
3	MBC & DC (P)	3	3
4	BC (P)	4	3
5	GT (W) (DW)	1	1
6	SC (P)	2	2
7	MBC & DC (W) (DW)	1	1
8	BC (W) (DW)	1	1
9	GT	8	7
10	BC	6	5
11	GT (PSTM)	2	2
12	SC (W) (DW)	1	1
13	MBC & DC	5	4
14	BC (PSTM)	2	2
15	BC (M) (P)	1	1
16	SC	4	3
17	MBC & DC (PSTM)	2	1
18	BC (W)	4	3
19	GT (W)	4	3
20	SC (PSTM)	1	1
21	MBC & DC (W)	2	2
22	SC (W)	2	2
23	SC (A) (PSTM)	1	1
24	GT (P) (PSTM)	1	1
25	GT (W) (PSTM)	1	1
26	BC (M) (DW)	1	1
27	BC (W) (PSTM)	1	1
28	ST (P) (PSTM)	1	1
29	MBC & DC (W) (PSTM)	1	1
30	SC (A)	1	-
	TOTAL	68	59

HIGH COURT, MADRAS

(Before filling up the Application, the candidates are required to go through the 'Notification'
and 'Instructions to candidates' carefully) **(Tick whichever is applicable)**
(Use only **BLACK BALL POINT PEN** to fill up the application)

APPLICATION FOR THE POST OF

Affix recent
passport size
photograph
(Don't pin or
Staple)

1	Name of the Candidate (in Block Letters as in School Record) (In case of name change, attach the self-attested Gazette copy)	
2	Father / Husband's Name	
3	(a) Date of Birth (DD/MM/YYYY) (b) Age (as on 01.07.2017) (Should not have born after 01.07.1999 and should not have born before: a) 02.07.1987 (in case of "Others") b) 02.07.1982 (in case of SC/SCA/ST/MBC&DC/BC/BCM) c) 02.07.1972 (in case of in-service candidates)	
4	Marital Status	<div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">MARRIED</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin-left: 20px;">UNMARRIED</div>
5	Gender	<div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">MALE</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin-left: 20px;">FEMALE</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin-left: 20px;">THIRD GENDER</div>
6	(i) Nationality	
	(ii) Religion	
	(iii) Community	SC SC(A) ST MBC & DC BC BCM OTHERS
	(iv) Caste	
7	Academic Qualifications :	
	Sl. No.	Qualification
	1	VIII Standard
		Name of the School With Address / Board / University
		Medium of Study
		Year of Passing
		Tamil English

8	Other Qualifications, if any :				
	Sl. No.	Qualification	Name of the School With Address / Board / University	Medium of Study	Year of Passing
				Tamil English	
9	Languages known to read, write and speak				
10	Address for Communication				
11	Permanent Address				
12	e-mail ID, if any				
13	Contact Phone No. (Mobile/Landline with STD Code)				
14	Whether the Candidate is a 'Destitute Widow' (If Yes, must enclose the certificate Issued by the Competent Authority)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
15	Whether applied for the other post called for in this Notification (by a separate application)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
16	Fee Particulars :				
	(a) D.D.No.				
	(b) D.D.Date				
	(c) Bank and Branch in which drawn:				
	(d) Amount				
17	Whether the candidate is working in Govt. Dept./Govt.undertakings? (If Yes, attach, a 'No Objection Certificate' issued by the Head of Dept., concerned, in the enclosed format, as per Annexure-I)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

18	If working in Government Dept. / Govt Undertakings, state whether any Disciplinary proceedings initiated / pending / finalised / punishment imposed. If Yes, give details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
19	a) Whether the candidate is / was a member of any political organisation b) Whether the candidate has contested in any election. c) Whether the candidate has participated in any agitation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
20	Whether any criminal case is/was registered (including filing of FIR) / filed / pending / finalised. If Yes, give details .	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
21	Whether the candidate has been / was arrested / convicted. If Yes, give details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
22	Whether the candidate is / was debarred / disqualified by any recruitment agency. If Yes, give details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
23	Medium of study in VIII Std. (Persons claiming benefits under the 'Persons Studied in Tamil Medium, must enclose a certificate issued by the Head of the Institution, in the enclosed Format in Annexure-II)	<input type="checkbox"/> English	<input type="checkbox"/> Tamil	<input type="checkbox"/> Others

I declare that all the information furnished above by me is correct and true to the best of my knowledge and belief.

Place :

Date :

SIGNATURE OF THE CANDIDATE

ANNEXURE - I
'NO OBJECTION CERTIFICATE'

(To be issued by the Head of the Department in case the Candidate is in service in any Government Department/Government Undertaking)

(Ref.No.....dated.....).

IT IS CERTIFIED that Mr./Ms./Mrs.....
Son/Daughter of Mr.....is serving in
this Office and the undersigned has 'No Objection', if he/she appears in the selection
process for the posts called for by the High Court of Madras vide Notification
No...../ 2017.

The service particulars of the Candidate are furnished hereunder:-

- 1.Department/Office where employed :
- 2.Date of initial appointment & Post :
- 3.Date of subsequent Promotions, if any :
- 4.Present Post held :
- 5.Total length of service :
- 6.Whether Probationer/Approved Probationer/
Ad-hoc/Consolidated Pay/Contract basis :
- 7.Present Pay Scale + Grade Pay :
- 8.Whether on deputation, give details of parent
Department and information about his lien etc., :
- 9.Lien retained on any Post, if yes, give details :
- 10.Whether any Departmental Proceedings is pending
or contemplated/to be initiated. :
- 11.If, any Punishment imposed? if yes, give details :
Whether the punishment is Minor/Major
- 12.Any other relevant information :

Place:

Date:

SIGNATURE OF THE AUTHORITY
Designation.....
Office seal.....

ANNUXURE-II

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

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

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

Date:

Place:

SIGNATURE OF THE HEAD OF THE INSTITUTION
WITH SEAL

HIGH COURT OF MADRAS**“INSTRUCTIONS TO CANDIDATES”****I. GENERAL INFORMATION:-**

1. The number of vacancies advertised is only approximate and is liable for modification with reference to vacancy position at any time before finalization of selection, including reduction.
2. Applications containing wrong claims relating to category of reservation / age / educational qualification will be summarily rejected.
3. Any request of the candidates for change of date, time or Venue of Written Examination / Practical Test / Interview, will not be entertained.
4. The candidates are instructed to follow the website of the Madras High Court for updated information.
5. The details and enclosures submitted along with the application are treated as 'final'. No additional details and enclosures will be entertained thereafter.
6. Mere admission to the Written Examination / Practical Test / Interview or inclusion of name in the selection list will not confer on the candidates any right for appointment. The candidature is therefore, provisional at all stages and the High Court reserves the right to reject any candidature at any stage, even after the selection has been made when anything wrong or violation is noticed.
7. Persons belonging to the State of Tamil Nadu and Union Territory of Puducherry and to one of the communities viz. Scheduled Caste or Scheduled Caste (Arunthathiyars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes and Backward Classes (Muslims) as the case may be, shall alone be treated as belonging to the respective communities. Persons belonging to other States (i.e. except Tamil Nadu and Union Territory of Puducherry) shall not be treated as belonging to the Scheduled Caste or Scheduled Caste (Arunthathiyars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes and Backward Classes (Muslims) even though they may belong to one of the reserved Communities.
8. The selected candidates will be posted either at the Principal Seat at Madras (or) at Madurai Bench of the Madras High Court, Madurai (or) Tamil Nadu State Judicial Academy, Chennai (or) Regional Centre of Tamil Nadu State Judicial Academy, at Coimbatore (or) Regional Centre of Tamil Nadu State Judicial Academy at Madurai and are also liable to be transferred from one place to the other places, mentioned above, at any time, depending on the administrative needs and exigencies.

9. The application of a candidate who makes a false claim, by suppressing information, will be rejected and he will also be debarred from appearing for all future examinations and selections conducted by/for the Madras High Court.

10. In case of candidates applying for both the posts (separate applications should be submitted for each of the posts) and if they get qualified for final selection for both the posts (Sweeper and Sanitary Worker), as per merit and communal rotation, they have to exercise their option for appointment to any of the posts notified, immediately after publication of the final result. Failure to exercise the option, will lead to cancellation of their candidature for both the posts applied for, without any further information.

11. Candidates shall submit all their original certificates, for verification, whenever called for.

12. No Travelling Allowance will be paid to the candidates who are required to attend the Written Examination / Practical Test / Interview and candidates have to make their own arrangements in this regard.

13. The decision of the High Court of Madras in respect of all matters pertaining to this Recruitment Process would be final and binding on all Candidates.

II. DISQUALIFICATION / DEBARMENT:

The following acts will end in disqualification / debarment:-

(i).If a candidate attempts to canvas and bring any kind of influence on any Authority or Official or Staff concerned with the recruitment process either personally / by letter / through relatives, friends, patrons, officials or other persons.

(ii).If the applicant attempts any tampering, alteration with the documents or certificates, he is liable to be debarred from appearing for any of the selections and examinations conducted by/for the Madras High Court.

(iii).Candidates furnishing false particulars / suppression of material information regarding the qualification, medium of instruction, community, disciplinary proceedings, punishment, arrest, conviction, agitation, etc.,

(iv) Making false or vexatious allegations against the High Court in petitions addressed to it or any other authority will be viewed seriously and that the candidate responsible for such act will be debarred from appearing for the examinations and selections held by the High Court permanently or for such period of years as the High Court may decide.

III. CERTIFICATE OF PHYSICAL FITNESS:

A candidate selected for appointment to the posts mentioned above will be required to produce a certificate of physical fitness from the competent authority, namely from Assistant Civil Surgeon attached to a Government Hospital.

Place: CHENNAI
Date : 14.07.2017.

REGISTRAR GENERAL