

COMMON INSTRUCTIONS TO CANDIDATES

**APPLYING FOR THE POSTS OF ASSISTANT, COMPUTER OPERATOR, TYPIST,
READER/EXAMINER AND XEROX OPERATOR.**

1. ELIGIBILITY

- (a) The applicant must be a citizen of India
- (b) The conduct, character and antecedents of the applicant must be good and suitable in all respects for appointment to the service. The applicant must produce a certificate of character and conduct from two responsible persons not related to him, in the format prescribed in **Annexure-A**. The said certificate should be obtained only after the date of publication of the Notification. The persons certifying shall be residing/working in the locality where the candidate resides/works and are well acquainted with the applicant in his/her personal life.
Note: – The persons certifying need not be a Gazetted Officer or a Government Servant or a Judicial Officer.
- (c) The applicant must be a person of sound health and clean habits. No person will be appointed as a member of the Service unless he is in good mental and physical health except a person who is claiming reservation under 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT', 2016.
- (d) The applicant shall obtain and submit Experience certificate in the format prescribed in **Annexure-C** from the employer/office under whom he is working/worked and gained experience, if he has any such work experience.

2. DISQUALIFICATION FOR APPOINTMENT:

No person shall be qualified for appointment to the Madras High Court Service and continue in service:-

- (a) If he/she, having a spouse living, has entered into, or contracted marriage with another person (or)
- (b) If he/she was dismissed or removed on stigmatic termination of service by Central Government or High Court or any State Government or Statutory or Local authority or from any employment (or)
- (c) If a candidate after being selected in any Service, has been discharged/removed from such service or convicted/acquitted/discharged of any offence or if a candidate who is or has been temporarily or permanently debarred or disqualified by the High Court or the Union Public Service Commission or any State Public Service Commission or any other Recruitment Agency, Board or Commission, from appearing for examinations/interview or selections conducted by it, which in the opinion

- of the High Court not suitable for appointment (or)
- (d) If any disciplinary proceedings initiated or penalty or punishment has been imposed or contemplated by any Disciplinary authority or court, which in the opinion of the Hon'ble High Court, renders him unsuitable for appointment in High Court Services (or)
 - (e) **If, he/she influences or attempts to influence, or obtains or attempts to obtain, any favour in any form at any stage of selection process (or) through any person of influence or officers of Government / High Court, will also disqualify him/her from appointment (or)**
 - (f) If impersonates by or for the candidate (or)
 - (g) If makes or submits any forged document in support of his/her candidature (or)
 - (h) If he/she conceals any material information or provides any false information at any stage of selection process (or)
 - (i) If he/she uses or attempts to use, improper or illegal means, either for purpose of being permitted to appear in examination or at any stage of examination, in examination room/hall (or)
 - (j) If he/she, during examination, harasses or threatens or uses un-parliamentary words or causes physical injury to or misbehaves with, any Officer or employee engaged there or any candidate (or)
 - (k) If he/she, disobeys any directions relating to examination including oral directions by the invigilator or observer or any other officer or employee engaged for conducting examination.

3. RESERVATION IN APPOINTMENT:

- a) Subject to the provisions of the Madras High Court Service Rules, 2015, the rule of Reservation followed in the State of Tamil Nadu will be applicable.
- b) The Persons belonging to the State of Tamil Nadu / Union Territory of Puducherry and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiar) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes and Backward Classes (Muslims), as the case may be, will alone be treated as belonging to the respective communities. The Persons belonging to other States / Union Territories (i.e. except the State of Tamil Nadu and Union Territory of Puducherry) will be treated only as 'Unreserved Category', even though they may belong to one of the reserved communities in their respective States or Union Territories. Therefore, they cannot seek either age relaxation or reservation in appointment or fee concession, under any circumstances. They are required to fill up their category as "Unreserved Category (UR)" in the application form and can compete only under "Unreserved Category (UR)", by paying requisite fee. **Applications of other State / other Union Territory candidates i.e. except the State of Tamil Nadu and Union Territory of Puducherry, who have applied by citing their communal**

status in their respective States / Union Territories and without paying prescribed fee and who are age barred (if they have completed 30 years of age as on 1.7.2019) will be summarily rejected and no correspondence in this regard will be entertained.

c) No special age relaxation is applicable for Destitute Widow, Ex-Serviceman and Differently Abled Applicant.

d) The term '**Destitute Widow**' used in the Notification shall mean a widow whose total monthly income from all sources shall not be more than Rs.4,000/- (Rupees Four Thousand Only) including any family pension or other receipts including income from private practice in the case of professionals, but shall not include a divorcee.

A 'destitute widow' shall include a candidate born outside the State of Tamil Nadu or Union Territory of Puducherry and became a widow after her marriage to a person belonging to the State of Tamil Nadu or Union Territory of Puducherry and residing permanently in State of Tamil Nadu or Union Territory of Puducherry and shall also include a candidate born in the State of Tamil Nadu or Union Territory of Puducherry and became a widow after her marriage to a person belonging to any other State / Union Territory and settled permanently in the State of Tamil Nadu or Union Territory of Puducherry, but shall not include a candidate belonging to other State / Union Territory not covered under the above said categories.

Every candidate claiming to be a 'destitute widow' shall produce a certificate in the Form specified in **Annexure-D**, from the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.

e) On selection, the candidate claiming reservation under the Differently Abled Category, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical handicap and further certifying that the physical handicap as not one which could render the applicant incapable of efficiently discharging his/her duties as "**Computer Operator, Assistant, Typist, Reader/Examiner and Xerox Operator**" and also satisfy the High Court that his/her disability will not affect the effective functioning of the duties of the "**Computer Operator, Assistant, Typist, Reader/Examiner and Xerox Operator**".

f) '**Persons Studied in Tamil Medium**' (PSTM) as mentioned in the 'Distribution of vacancies' in the Notification, means persons who have passed the Degree Standard (UG Level) through Tamil medium of instruction. Therefore, the candidates claiming reservation under 'Persons Studied in Tamil Medium' should produce a certificate in the Form Specified in **Annexure - E**, from School/Institution, where he/she studied.

g) In all cases, an Ex-serviceman once recruited to a post in any class or service or category, cannot claim the concession of being called an Ex-serviceman for his further recruitment. (Refer 1st proviso to Sec.3(j)(vii) of the Tamil Nadu Government Servant (Conditions of Service) Act 2016).

4. **HOW TO APPLY:-**

- (a) **FOR REGISTRATION:** The applicants are required to visit <https://www.mhc.tn.gov.in> and enter the following details in the 'Register yourself' Column:-

1. Email - ID.
2. Mobile No.
3. Name (As in the School Certificate or Govt. Gazette, if name changed)
4. Create New Password.
5. Confirm Password.
6. Captcha Code.

After the applicants have successfully entered all the details, a message will appear in the screen as "Successfully Registered" and a link will be sent to the email ID provided by them. The applicants shall click on the link and activate the same. Once activated, the applicants can login to the website by using their registered email ID as the user ID and the password will be the one created by them during registration.

However, the candidates who have already registered in the Recruitment Portal of the Madras High Court, while applying for any other posts earlier need not register again. They can apply to the posts online, by making use of their registered user I.D. and password credentials.

NOTE:

- (i) The applicants are requested not to disclose their login credentials to anyone and the Madras High Court will not be responsible for any misuse of data. Registered e-mail ID and registered password of the candidates must be noted and preserved for future use.
- (ii) Applicants are advised to have a valid Mobile Number/valid personal E-mail ID. In case the applicants do not have a valid email ID/Mobile Number, they should create their own email ID and obtain mobile number before applying online and must keep the email account/mobile number active throughout the selection process.
- (iii) No request regarding change in Mobile Number/E-mail ID will be entertained. The High Court will send various intimations relating to the recruitment through SMS/E-Mail only to the Mobile Number / E-mail ID registered during the process of recruitment.

(iv) The High Court of Madras will not be responsible in any manner, for non delivery of SMS/email at any stage either due to non-lifting of the mobile phone or if the same is out of coverage area or is out of order due to some technical fault on the part of the candidate or service provider.

(v) It will be the responsibility of the applicant to update himself by visiting the website of Madras High Court <https://www.mhc.tn.gov.in> periodically for any important announcement.

(vi) The High Court of Madras will not be responsible in case of any communication not reaching the applicant due to defect in given address, email ID, mobile number, etc.

- (b) **(i) STEP ONE (PERSONAL INFORMATION):** The applicants shall fill their personal information as required in the application form. They shall upload their scanned copy of passport size photograph of high contrast and their full signature in Tamil or English. After submitting the personal information, the candidate shall select 'SAVE/NEXT STEP' button to complete step-1 and proceed to step-2.

Applicants who are eligible and willing to apply for more than one post, 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 candidates shall pay separate fee for each post.

(The background of photograph should be clear white and dress should be in dark colour. Photograph with dark background or with eyes hidden under coloured dark glasses will not be accepted. Facial features from bottom of chin and top of forehead and both edges of face must be clearly visible. The size of the file should be between 20 KB and 50 KB with dimensions of 230 pixels height and 200 pixels width. For signature, it should be below 20 KB with dimensions of 60 pixels height and 140 pixels width)

(ii) STEP TWO (EDUCATIONAL QUALIFICATION DETAILS): The applicants shall fill the educational particulars as required in the application form. After submitting the educational particulars, the applicants shall select "SAVE/NEXT STEP" button to complete step -2 and proceed to step-3.

(iii) STEP THREE (ADDITIONAL INFORMATION): The applicants shall fill the Additional information as required in the application form. After submitting the requisite particulars, they shall select

"SAVE/NEXT STEP" button to complete step-3 and proceed to step-4.

(iv) STEP FOUR (DECLARATION): The applicants shall fill the declarations as required in the application form. After completing the declaration form, they shall select **"NEXT STEP"** button to complete step-4.

(v) STEP FIVE (CONFIRM YOUR DETAILS):

- (i) On completion of step-4, the details furnished by the applicants in steps 1 to 4 appear on the screen as preview. The applicants shall carefully peruse the details furnished and confirm the same by selecting **"SUBMIT"** button.
- (ii) Before proceeding to next step, if the applicant intends to make any correction or modification in the details furnished in the previous step, they can select **"PREVIOUS STEP"** and make necessary modification.
- (iii) When the applicants choose **"SUBMIT"** button, a pop up dialogue box will appear and indicate to the applicants that if they choose to select **"OK"** option, they will not be permitted to make any alterations/changes or edit the details provided by them and if the applicants want to edit the information provided by them, they shall select the **"CLOSE"** option to cancel and go back to previous steps.

Note: On selecting the **"OK"** option, for the applicants who are not required to pay fee, a message that their applications have been successfully submitted will appear and under the status column, **"application process completed"** will appear. The applicants can view their application by selecting the view option.

For applicants who are required to pay the examination fee, a dialogue box with three options namely, 1.View, 2.Challan and 3.Payment will appear and under the status column, **"application is submitted, payment pending"** will appear. The applicants who are required to pay the examination fee shall select the challan option. A challan containing the required details of the applicant will be generated automatically. The applicant shall take the printout of the challan and shall make the payment, following the procedure mentioned in **'Mode of Payment of examination fees'** below.

- (iv) After making payment, the applicants shall select the payment

option and fill the particulars of the challan and upload the copy of the same (in JPEG picture format) to complete the process. On completion, a message that **"the application has been successfully submitted"** will appear on the screen.

- (v) The applicants who wish to peruse and take printout of their filled-in application form shall select the "view" option and download their application in PDF form.
- (vi) The applicants need not send the print out of the application form to the undersigned or to the High Court.
- (c) All the particulars mentioned in the online application including name of the applicant, post applied for, educational qualifications, communal category, date of birth, address, e-mail ID etc. will be considered as final and no modification will be allowed after final submission of the online application. Since certain fields are mandatory and cannot be edited, applicants are requested to fill the online application form with utmost care and caution as no correspondence regarding change of details will be entertained.
- (d) **Upload/Submission of Documents :**
Applicants should upload/submit their testimonials and all other relevant certificates for proof in respect of claims made in the application with reference to this notification as and when called for. If the required testimonials are not uploaded or submitted by the applicant, their application will be rejected.

5. MODE OF PAYMENT OF EXAMINATION FEES:-

- (a) After submission of application, the applicant who is not exempted from payment of fee shall take printout of 'Challan' that is generated and remit the requisite fees along with service charges levied by the "Indian Bank" before the last date prescribed for remittance of fee, at any branch of Indian Bank. The branch concerned will retain the Bank Copy of the 'Challan' and return the "Applicant Copy and High Court's Copy" to the applicant, which shall be retained by the applicant and cited for all future references/disputes regarding the payment of fee.
- (b) Failure to pay the fee prescribed within the time stipulated will result in outright rejection of application and no correspondence in

this regard is entertained.

- (c) If the applicant claims exemption of examination fee and is later found to be not eligible for the same, his/her candidature will be rejected at any stage of selection.
- (d) No other mode of payment of fee, like Demand Draft/Postal Order/Cheque/ NEFT/RTGS or any other mode of online / Offline payment will be entertained and those applications will be summarily rejected.
- (e) Fees once paid, will not be refunded or adjusted towards any other recruitment under any circumstances.

6. OTHER IMPORTANT INSTRUCTIONS:-

- a. Applicants cannot apply more than once for a post. If multiple applications are filed by the same applicant for a post only the first application would be considered.
- b. **Candidate applying for more than one post notified in a single notification, shall give his/her order of preference in case of selection. The non -exempted candidates shall pay fee for each posts.**
- c. The computer will not accept incomplete applications. Therefore, candidates are advised to exercise utmost caution while filling up the online application and submitting the same.
- d. **The eligibility of the applicants would be assessed on the information furnished by them presuming the same to be true. If any applicant is found to have given false, wrong or incorrect information or suppressed vital information relating to age, qualification, etc., such applicant will not only be disqualified, at any stage of the recruitment process or even after selection/ appointment, as the case may be, but would also be liable for criminal prosecution. Further, such applicants will be debarred from participating in any recruitment process for any post in the Madras High Court Service.**
- e. It is mandatory for the applicants to mention the complete particulars of their educational qualifications in the Educational informational Column. (for example, if a candidate is possessing M.Com Degree, he should mention the details of 10th , HSC, B.Com and then M.Com)

- f. The schedule of recruitment process may be subject to a change on account of any unforeseen event beyond the control of the High court and such change will be notified in the Official website. No complaint/ Grievance from the candidates will be entertained or heard by the High Court in case of non appearance of the candidates for the written examination /Skill Test / any other test and Viva-Voce on the scheduled date and time on account of belated receipt of intimation regarding any change so notified.
- g. The name of candidate will be removed from the select / wait List without any notice, if it is found that any information supplied by him in the application form is false / incorrect / wrong.
- h. If a candidate in the select list fails to join duty, within the period stated in the appointment order, his/her name will be removed from the select list and no correspondence in this regard will be entertained.
- i. Eligibility of a candidate, who is to be called for viva-voce shall be finally decided after scrutiny and verification of documents/ testimonials produced. Therefore, mere requiring the candidate to appear for certificate verification, does not confer on him any right to participate in the viva-voce.
- j. Applicants are advised in their own interest to apply Online well in advance. Applicant shall ensure that they fulfill all requisite eligibility criteria on the date of notification before applying for the post. The educational/technical qualification/experience obtained subsequent to the date of notification will not be considered. Therefore, applicants who are awaiting the result of the required educational / technical qualification on the date of notification need not apply.
- k. High Court does not assume any responsibility for the applicants not being able to submit their Applications within the last date, for any reason.
- l. 'SMS' alerts for the written test / practical test / oral test, will be notified to the registered mobile number of the Applicants. Therefore the candidates are required to furnish correct mobile number and keep it active so as to receive the SMS alerts. High Court of Madras will not be responsible for any technical problems arising in this regard.

- m. Applicants should take care to upload recent photograph of good quality in the application in the required size. If the applicants cannot be identified from the photograph uploaded by them, they will not be allowed to write the examination.
- n. Hall Tickets for written examination, skill test/English Language Proficiency Test and oral test will not be sent by post. The candidates should download the Hall Tickets from the website <https://www.mhc.tn.gov.in>. The Hall Tickets will be ready for download one week prior to the date of the examination and test. The same will be notified in the recruitment portal of the High Court and by SMS/e-mail to the candidates. If any correction or spelling mistake is found in the Hall Ticket, the same shall be informed to the High Court immediately by email for rectification. The candidates only to whom the hall tickets have been issued by the High Court will be allowed into the Examination hall.
- o. The admission of a candidate to participate in the recruitment process, at all stages, is purely provisional. The decision of the High Court of Madras in respect of all matters pertaining to this Recruitment Process, as to the eligibility or otherwise of a candidate for admission to the Written Examination, Skill Test / English Language Proficiency Test and Oral Test is final.
- p. If any dispute or question arises relating to the disqualification / suitability of the candidates or interpretation of the Rules, the decision of the High Court of Madras, in that regard is final.
- q. **No scribe / attendant will be provided/allowed to assist the Differently Abled candidates in the Written Examination/ Practical Test / Oral Test.**
- r. Any subsequent claim made, after the submission of online application, regarding any of the details submitted in the application, including educational & technical qualification will not be entertained. Evidence for all claims made in the online application should be uploaded/submitted, in time, whenever called for. Failure to upload/submit the documents within the stipulated time limit will entail rejection of candidature at any stage of selection, without any further intimation to the candidates.
- s. The Candidate shall furnish correct and true information regarding:

- (i) arrest, facing criminal proceedings, charges, convictions, details such as named or described but name not specifically mentioned in FIR, Accused in private complaints, dropped from charges /proceedings or quashed by any Court of law, discharged from criminal proceedings.
 - (ii) The details with regard to debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated / contemplated, pending or finalised, participation in agitation or affiliated to any Political Organisation,
 - (iii) Information relating to his/her Candidature in election for Parliament / State Legislature / Local Bodies /Trade Union etc.
 - (iv) The details such as originals of the judgment, order/ or G.O. dropping further action in departmental proceedings or any document that may prove the suitability of such applicants for a Government appointment in such cases must be produced at the stage / time of certificate verification without fail.
 - (v) All information that relates to the suitability of the applicants for the appointment, which arises after the submission of application and till the date of his /her selection and appointment, shall be reported to the High Court in writing then and there.
- t. Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / eligibility / age / communal categories / educational and technical qualifications / reservation on priority basis/ physical disability will be liable for rejection at any stage of selection process, without any intimation to the candidates. The candidate will also be debarred from appearing for all future examinations and selections conducted by the Madras High Court. If the suppression or false claim is noted subsequently, the selection of the candidate concerned will be declared invalid.
 - u. Whenever called for, the applicants shall submit their original documents, in proof of their educational, technical qualifications, work experience, etc.
 - v. If no suitable or qualified women candidates are available for selection against the vacancies reserved for them, those vacancies shall be filled by other male eligible candidates belonging to the respective communal categories.
 - w. Whenever vacancies are reserved for Arunthathiyars on preferential basis, even after filling up of the vacancies reserved for SC (Arunthathiyars), if more number of qualified Arunthathiyars are available, they shall be entitled to compete

for the seats reserved for scheduled castes candidates and if any posts reserved for Arunthathiyars remain unfilled for want of adequate numbers of qualified candidates, it will be filled up by other scheduled castes candidates.

- x. The applicants, who are probationers / unapproved probationers / temporary employees / employees in the service of the Government of India or any of the State Governments, should obtain "No Objection Certificate" from their Head of Office or Department as prescribed in **Annexure - B**, subsequent to this notification and shall produce the same whenever called for. Failure to produce the certificate will lead to rejection of candidature. "In-Service" candidates need not forward their applications through proper channel. They can submit their on-line applications directly, after duly informing their employer in writing. They shall submit "No Objection Certificate" from their employer whenever called for. However, 'No Objection Certificate' is not necessary in case of the co-terminus employees working in the Madras High Court as on the date of publication of this Notification.

Note:- Persons who get employment after the submission of their applications and before the receipt of intimation admitting them to the certificate Verification / Oral Test / requiring to produce original documents for verification should also produce the 'No Objection Certificate'.

7. GENERAL INSTRUCTIONS TO CANDIDATES WHILE ATTENDING WRITTEN EXAMINATION:

- (a) Candidates have to be decently dressed and should reach the Examination hall 30 minutes before the commencement of Examination with the Hall Tickets. On no account, candidates will be allowed inside the examination hall 30 minutes after the commencement of examination.
- (b) Candidates shall appear for the examination in the venue mentioned in the Hall Ticket. Change of venue will not be permitted.
- (c) Candidates shall show the Hall Ticket to the Invigilator / Chief Invigilator/Inspection authorities at the examination centre, on demand, for verification.
- (d) Candidates shall maintain strict discipline in the examination venue. Candidates found smoking or inebriated or found to have entered into quarrel of any kind, or misbehaved with the Chief Invigilator or with the inspection Authorities or with the Invigilator or with any other applicant who attended the examination in the Examination venue, are liable for severe action including appropriate criminal action.
- (e) Candidates are not allowed to bring cellular phone, calculators, watches

and rings, or any device with Inbuilt Memory Notes or any other electronic devices and non-electronic devices such as P&G Design Data Book, books, notes, hand bags and recording devices either as separate piece or part of something used by the applicant such as watch or ring etc., to the examination hall / room on the date of examination and they will be permitted to take only the permitted writing material (i.e pen).

- (f) If they are found to be in possession of any of the above specified things or instruments, they will not be allowed to write the examination, besides invalidation of answer paper and / or debarment. If it is considered necessary, they will be subjected to thorough physical search including frisking on the spot.
- (g) Candidates are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangements for safekeeping cannot be assured.
- (h) Tea, Coffee, snacks, soft drinks etc., will not be allowed inside the examination venue.
- (i) Candidates should always sit in the seat allotted to them as per their Register Number and must not change it and they shall adhere to the instructions given for filling up of answer sheets. Before filling up the details, they should check the answer sheets / answer books to see whether it is printed properly and not damaged. If Answer Sheet/Answer Book is defective in any way, the candidates should immediately inform the Invigilator, before filling up the candidate's particulars and the Invigilator will replace it. No answer sheet / answer book will be replaced, once a candidate has commenced writing.
- (j) The candidate will be supplied with Question Booklet 10 minutes before commencement of the Examination. Before writing or shading the answer, candidate should ensure that all the questions are there in seriatim without any omission and there are no blank pages in Question Booklet. Correct Booklet Series number which is used by the applicant should be written in OMR Answer Sheet. If any defect is noticed in the Question Booklet or OMR Sheet after the commencement of Examination, it will not be replaced.
- (k) Candidates should carry only Ball Point Pen (Blue or Black) and Hall Ticket inside the examination Hall. Other materials are not allowed into the examination hall.
- (l) Candidates must write their Register Number in the space provided in the Question Booklet.
- (m) Candidates should not remove or tear off any sheet from the Question Booklet and they are not allowed to take the Question Booklet and the Answer Sheet out of the Examination Hall during the time of examination. Candidates would be permitted to take the Question Booklet only after the

Examination is completed.

- (n) Personalized OMR Answer Sheet of the Candidates will be supplied by the Room Invigilator for answering the Questions. Candidate must shade their Question Booklet number and question booklet series in the space provided, without fail, with Blue or Black ink Ball point pen only.
- (o) The Optical Mark Reader (OMR) Answer sheet should be handled carefully by the candidates. They are advised not to fold, wrinkle, damage or tear OMR sheet under any circumstances. Further, the candidates are advised not to scribble or make any marks in the OMR sheet except for marking the answers at the appropriate place. Moreover, candidates are advised to fill up information and darken all the Relevant Bubbles on the OMR Answer sheet carefully. They will not be given a second blank Optical Mark Reader (OMR) answer sheet under any circumstances. Any violation of these instructions will automatically lead to the invalidation of the OMR Answer sheet.
- (p) If any wrong entry is made while filling up/darkening the Question Booklet Numbers/Series, Penalty will be awarded as the Madras High Court deems fit.
- (q) Candidate must affix his/her signature in the box provided in the OMR Answer Sheet.
- (r) Please ensure that you have returned the OMR Answer Sheet to the Invigilator before leaving the Examination Hall after examination.
- (s) In case of any ambiguity with respect to darkening of bubbles, the decision of the Madras High Court is final.
- (t) Candidates are advised to mark only one bubble for each question in the OMR Sheet and shall not use tick mark or cross mark in the bubble. Multiple marking will be treated as invalid.
- (u) Applicants should shade the answer field (answer bubble) of OMR answer sheet completely, otherwise the answer will not be validated.
- (v) The answer sheet will be invalidated if the box for 'Question Booklet Series' is not shaded or incorrectly shaded in the OMR answer sheet and could not be identified even by physical verification of the answer sheet.
- (w) Borrowing of any material, instruments from other candidates during the Exam session is strictly prohibited.
- (x) Candidates are strictly prohibited from involving in any indiscipline or irregular practices like, consulting with other candidates, copying, allowing the other candidates to copy from their answer paper, carrying notes, seeking the help of an Invigilator / any outsider, etc. Any violation would lead to the candidates being expelled from the Examination Hall and invalidation of their Answer sheets. They will also be debarred from the

present and future examinations.

- (y) No candidate will be allowed to exceed the time limit allotted for answering the paper and no candidates will be allowed to leave the Examination hall before the closing time of the examination.
- (z) At the end of the examination, OMR Answer Sheet should be returned to the Invigilator. Candidates are prohibited from taking with them, from the examination hall, any used / unused answer sheet / answer book supplied to them.
- (aa) After completion of the written examination, the proposed key answers for all the questions will be hosted in the Recruitment portal of the High Court and any objection with regard to any of the proposed answer should be sent by the candidates to the Recruitment Cell, High Court, Madras, by e-mail (recruitment.mhc@gov.in) within two days from the date of publication of such proposed key answers in the website, by specifying the question number. In such communication, Register Number, Name and address of the applicant, Question Number, the appropriate answer etc. should invariably be quoted. Any representation received after two days from the date of publication of proposed keys or without any of the requisite particulars will receive no attention.
- (ab) It is cautioned that the candidates are required to write their Register No. only in the space provided for that purpose at the first cover-page in the answer book. Writing of, his/her own name or roll no. or any mark of identification in any form or any Number or name or mark, by which the answer-book of a candidate may be distinguished/ identified from others, in any space other than the one provided for, is strictly prohibited and shall, in addition to other grounds, entail cancellation of his/her candidature and withholding of his/her result, without assigning any reason. Any correspondence, in this regard, will not be entertained.
- (ac) Using Whitener / Blade / Eraser or any kind of tampering to change the answers in the OMR answer sheet will lead to invalidation.
- (ad) No key answer for Skill Test and English Proficiency Test will be provided.

8. INSTRUCTIONS TO CANDIDATES WHILE APPLYING FOR ENGLISH PROFICIENCY TEST:-

The question paper will be descriptive in nature. Candidates have to write the answers either in Blue or Black ballpoint pen only. They shall not mark / write anything in the paper to indicate his/her identity. If the mark / written in the pages is found to be indicative in nature, the candidate will be debarred from participating in this selection process as well as in the future selection process of this High Court.

9. EQUIVALENT QUALIFICATIONS:

The available 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 candidates 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 submitting the supporting Government Order with regard to equivalence of their educational / technical qualification, will not be entertained under any circumstances.

10. INFORMATION UNDER RIGHT TO INFORMATION ACT AND CLAIM FOR REVALUATION / RE-TOTALLING:-

- (a) No candidate will be permitted to peruse/obtain copies of the answer sheets of the Written Examination till finalization of the recruitment process.
- (b) Information can be sought with regard to details of marks (raw and scaled) awarded to the Candidates in each and every stage, only after finalization of the recruitment process. Key answers intended for valuation for the written examination will be published in the High Court website after completion of the Examination.
- (c) Request for Re-valuation and Re-totalling of marks in the answer sheets of the Written Examination will not be entertained. No answer key for English Proficiency Test / Computer Skill Test will be provided.

11. CAUTION: Recruitments by the High Court are made purely on merit basis. The candidates, in their own interest, are cautioned against touts and agents cheating by making false promises of securing employment in the High Court/Judiciary through unfair means. The High Court will not be responsible or liable for any loss that may be occasioned to any candidate on account of such indulgence with such unscrupulous elements.

12. Certificate of physical fitness:- The candidate selected for appointment to the post will be required to produce a certificate of physical fitness from the competent authority, namely from Assistant surgeon attached to a Government Hospital. Candidates with defective vision should produce eye fitness certificate from a qualified eye specialist not below the rank of an

Assistant Surgeon, attached to a Government Hospital.

13. Grievance redressal Cell for guidance of candidates: In case of any guidance / information / clarification regarding filling up of online application, candidates can contact the High Court of Madras at Telephone No.044-25330161 on all working days between 10.00 a.m. and 05.45 p.m. or through email to recruitment.mhc@gov.in.

**HIGH COURT, MADRAS
DATED: 01/07/2019**

**C. KUMARAPPAN
REGISTRAR GENERAL**

ANNEXURE - A
CHARACTER AND CONDUCT CERTIFICATE

This is to certify that Mr./Mrs./Ms. _____, Son/Daughter/Wife
of _____, residing at _____
_____, who is applying for the post of
_____ in the Madras High Court Service, as specified
in the Madras High Court's Notification No. _____/2019, dated / / 2019, is well
known to me for the past _____ years and his/her character and conduct are good.

Date : / /
Place:

Signature of the Person Certifying.

Details of the Certifying Person

Name :
Address :
Mobile/Land Line (with STD Code)No. :

Note:- If the information furnished in the Character and Conduct Certificate is found to be false, the certifying authority / person as well as the candidate are liable for penal action, besides disqualification of the candidate.

நன்னடத்தைச் சான்றிதழ்

திரு,திருமதி,செல்வி. _____

த.பெ/க.பெ. _____,என்பவர் _____

_____ எனும் முகவரியில் வசித்து வருகிறார்,
அவரை எனக்கு கடந்த _____ ஆண்டுகளாக நன்கு தெரியும், மெட்ராஸ் உயர்நீதிமன்ற
அறிவிக்கை எண் _____ 2019 _____ போட்டித் தேர்விற்கு
விண்ணப்பிக்கும் அவர் நற்பண்புகளும். நன்னடத்தையும் கொண்டவர் எனச்
சான்றளிக்கிறேன்,

நாள் - -

சான்றளிப்பவரின் கையொப்பம்

இடம்

சான்றளிப்பவர் விவரம்

பெயர்

முகவரி

கைபேசி எண் / தொலைபேசி எண் (STD குறியீட்டு எண்ணுடன்)

குறிப்பு நன்னடத்தை சான்றிதழில் தெரிவிக்கப்பட்டுள்ள விவரங்கள் பொய்யானவை
என தெரிய வருகையில் சான்று வழங்கும் அதிகாரி / நபர் மற்றும் விண்ணப்பதாரர்கள்
குற்ற நடவடிக்கைக்கு உள்ளாவர்கள் மேலும் விண்ணப்பதாரர் தகுதி நீக்கம்
செய்யப்படுவார்.

ANNEXURE – B**NO OBJECTION CERTIFICATE****BY THE HEAD OF DEPARTMENT / APPOINTING AUTHORITY**

1. Name of the applicant :
2. Name of the post held :
3. Whether the applicant is a :
probationer or an unapproved
probationer or a full member
4. Period of Employment From To
Endorsement:
Date:

(a) I have no objection to the applicant's application being considered for the post of / recruitment of conducted by Madras High Court.

(b) Certified that Thiru / Tmt. /Selvi has the following punishment / has no punishment to his credit:

(c) It is also certified that no charge or / and criminal case is pending / contemplated against him. (if pending, copy of documents shall be enclosed)

PLACE :

OFFICE SEAL & DATE

SIGNATURE
DESIGNATION

ANNEXURE - C**EXPERIENCE CERTIFICATE**

This is to certify that Mr./Mrs./Ms....., son/daughter/wife of, Address and designation, is working/ worked under me/in our institution (Institution name)....., as..... for the period from to This Certificate is issued after verifying the records available with the office of the undersigned.

Place :

Date:

Name and Signature of
the competent authority
Seal of the Institution.

Note: If the information furnished in the Experience Certificate is found to be false, the certifying authority as well as the candidate are liable for action as well as disqualification of candidate.

ANNEXURE - D**DESTITUTE WIDOW CERTIFICATE**

- (1) Name of the individual :
- (2) Full Postal Address :
- (3) Details of job held, if any :
- (4) Particulars of her children, if any :
- (5) Name and last occupation of her late husband :
- (6) Date of demise of her husband :
- (7) Monetary benefits received
after her husband's death by
way of family pension, :
insurance, etc., if any :
- (8). Details of Properties if any
immovable and movable left behind by him :
- (9). Present monthly income.—
- (a) From salaries/wages :
- (b) From family pension :
- (c) From private properties :
- (d) Rents received :
- (e) From private practice :
- (f) Other sources, if any :
- (g) Total :
10. Whether living alone or living with :

her husband's parents/in-laws/
parents/brother (s)

11. Whether she satisfies the definition
of the term "Destitute Widow" as defined
under section 20(8) and 26 of Tamil Nadu
Government Servants (conditions of
Service) Act, 2016

Certified that I have verified the particulars furnished by the
individual and satisfied myself as to the correctness of her claim with
reference to the definition of the term "Destitute Widow" in section 20(8)
and 26 of the Tamil Nadu Government Servants (Conditions of Service)
Act, 2016

Certificate Reference No.:

Signature :

Place:

Name :

Date:

Designation :

*Revenue Divisional Officer /
Assistant Collector / Sub-Collector.*

Explanation- The above certificate should be issued only by the
Revenue Divisional Officer or the Assistant Collector or the Sub-
Collector concerned.

ANNEXURE - E

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

This is to certify that Thiru/Tmt/Selvi
(Name), has studied UG Degree (B.A., B.Sc., B.Com,
etc.)..... during the academic 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.