



## **HIGH COURT OF MADRAS**

**NOTIFICATION No. 72 / 2025**

**DATE : 06.04.2025**

<b>Date of Notification</b>	<b>06.04.2025</b>
<b>Last date for Registration &amp; submission of Online Applications</b>	<b>05.05.2025</b>
<b>Last date for remittance of fee through Online.</b>	<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) CHOBNDAR, (ii) OFFICE ASSISTANT, (iii) RESIDENTIAL ASSISTANT and (iv) ROOM BOY** in the Madras High Court Service.

### **NOTE:**

1. This Notification is corresponding to the Notification (No. 73/2025) issued for filling up of vacancies for the posts of Sweeper, Gardener, Waterman, Sanitary Worker and Watchman in the Madras High Court Service.
2. The candidates applying for both the notifications (No. 72 & No. 73) will attend a single common written examination.
3. If the candidates applied for all the posts notified/ more than one post notified in both the notifications and if they are qualified for more than one post, he/she will be allotted one post in the following order, based on merit cum communal reservation :
  - (i) Chobdar,
  - (ii) Office Assistant,
  - (iii) Residential Assistant,
  - (iv) Room Boy,
  - (v) Sweeper,
  - (vi) Gardener,
  - (vii) Waterman,
  - (viii) Sanitary Worker and
  - (ix) Watchman.

**The request for change of post allotted will not be entertained at any circumstances.**

4. The payment of examination fee will be computed separately for each notification.

It is mandatory for those applicants who have secured the minimum qualifying marks in the common written examination to upload/ submit all the relevant documents/ certificates in support of all the claims made/ details furnished in the online application, whenever called for within 72 hours from that date. If a candidate fails to submit the required documents within the stipulated period, he / she shall not be entitled for any further extension of time to produce the same and his / her claim based on such document shall not be entertained. Failure to upload the relevant documents / certificates within the stipulated period will lead to rejection of their claim / application.

**Note:-**

(a)	Applications submitted through <a href="https://www.mhc.tn.gov.in">https://www.mhc.tn.gov.in</a> <b>WILL ALONE</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 applicants are advised to go through the 'Notification' and 'Common Instructions to candidates applying for the posts of <b>'Chobdar, Office Assistant, etc.'</b> , available in the Recruitment Portal of the High Court, Madras ( <a href="https://www.mhc.tn.gov.in">https://www.mhc.tn.gov.in</a> ).
(c)	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the post/s online and not to apply through smartphone or tab since the application module is compatible only for desktop or laptop.
(d)	It is mandatory for all categories of the applicants to register their basic particulars. Then they should proceed to apply online for recruitment to the post/s notified in this Notification, by paying prescribed examination fee. However, fee exempted category candidates need not pay the examination fee.
(e)	Mere Registering will not be considered as an application for any Post. The Judicial Recruitment Cell, High Court, Madras will not be responsible for any consequences arising due to furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application for this recruitment.
(f)	If the candidate is found not eligible to apply for any post, during the selection process, he / she will be disqualified at any stage of the selection process.
(g)	In case of candidates who have applied for all the posts notified / more than one post notified, and if they are selected for all/more than one post (as per merit and communal roster), their candidature will be considered in the order of posts notified above. No correspondence will be entertained in this regard.

(h)	Candidates are required to apply for the desired post / posts only once, to avoid multiple registration/application issues. The Judicial Recruitment Cell, High Court, Madras will not be responsible for the problems arising out of multiple applications submitted by the candidates. Therefore, the candidates are required to exercise caution while applying for the post / posts.
(i)	The Notification and Common Instructions to the candidates have been made available to the candidates both in English and Tamil. In case of inconsistency between both the versions, the English version will prevail.
(j)	<p>(i) Persons with bench mark disability may use SCRIBE for the common written examination on production of certificate to the effect that, the person concerned has physical limitations to write including that of speed and a scribe is recommended to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care Institution as per Proforma (Appendix-I in G.O.(Ms.) No.08, Welfare of Differently Abled Persons (DAP-3.2) dated 21.09.2021). Scribe assistance will be permitted only for Common Written Examination as per “Tamil Nadu Guidelines for conducting examination for Persons with Disability, 2021”.</p> <p>(ii) Candidate may either select Own Scribe (scribe brought by the candidate) or JRC Scribe (scribe provided by the Judicial Recruitment Cell, High Court, Madras).</p> <p>(iii) If the candidate brings their Own Scribe, the Scribe Person should be one step below the educational qualification of the Candidate taking examination, however, the qualification of the scribe should always be a matriculate.</p> <p>(iv) <u>Candidates requiring JRC Scribe</u> should produce the following certificates in the examination venue:  A. Disability Certificate.  B. Certificate as per <b>Appendix-I</b> in G.O.(Ms.) No.08, Welfare of Differently Abled Persons (DAP-3.2) dated 21.09.2021.</p> <p>(v) <u>Candidates bringing their Own Scribe</u> should produce the following certificates in the examination venue:  A. Disability Certificate.  B. Certificate as per <b>Appendix-I</b> in G.O.(Ms.) No.08, Welfare of Differently Abled Persons (DAP-3.2) dated 21.09.2021.  C. Letter of Undertaking for using Own Scribe as per <b>Appendix-II</b> in G.O.(Ms.) No.08, Welfare of Differently Abled Persons (DAP-3.2) dated 21.09.2021.</p>

<b>(k)</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].
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**CAUTION**

➤	All Recruitments by the Judicial Recruitment Cell, High Court, Madras are made purely on merit basis.
➤	The candidates, in their own interest, are cautioned against touts and agents who may indulge in cheating, by making false promises of securing appointment through unfair means.
➤	The Judicial Recruitment Cell, High Court, Madras will not be responsible or liable for any loss that may be occasioned to any applicant, on account of indulging in such activity with such unscrupulous elements
➤	Candidates indulging in unfair means, by approaching the Recruitment body either in person or through anyone will be disqualified from appointment
➤	The Maximum educational qualification for this notification is fixed as XII Standard or its equivalent and minimum educational qualification is VIII Standard or its equivalent.  Therefore, an undertaking shall be given by the candidates that they are not possessing/ pursuing any higher qualification other than Higher Secondary or its equivalent as on the date of submission of application. If the candidate suppresses any other educational qualification beyond the prescribed qualification, action will be taken against the said individual apart from penal action.
➤	Applicants are solely responsible for their claims made in online application. They cannot blame the service providers like internet cafe/browsing centre/ Common Service centres for the mistakes made while applying online for recruitment. The Applications once finally submitted cannot be edited. <b><u>Hence, applicants are strictly cautioned to verify the filled-in online applications carefully, before finally submitting the same.</u></b>

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

Sl. No.	Name of the Post	No. of vacancies	Level of Pay (Revised)
1	Chobdar	12	Pay Level – 1 Rs.15,700 – 58,100 + Spl. Compensatory Allowance.
2	Office Assistant	137	
3	Residential Assistant	87	
4	Room Boy	4	

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

**Refer annexure to this Notification.**

**NOTE:**

**The number of vacancies advertised for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before finalisation of selection.**

### **4. QUALIFICATIONS:**

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

Sl. No.	Category of Applicant	Minimum Age (Should have Completed)	Maximum Age (Should not have Completed)
(i)	<b>For reserved categories i.e. SC/SC(A)/ST/ MBC&amp;DC/BC/ BCM and Destitute Widows of all castes</b>	18 years	37* years
(ii)	<b>For Others / Unreserved categories</b> [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]	18 years	32* years
(iii)	<b>For In-Service candidates:</b> [“In-Service candidate” means – Fulltime member or approved / unapproved probationer of the Madras High Court Service or Tamil Nadu State Judicial Ministerial Service]	18 years	47* years

\* 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.

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

**Explanation:-**

(i)	Candidates should not have been born after <b>01.07.2007</b> and should not have been born before:
	(a) <b>02.07.1988</b> (in case of reserved categories viz. SC / SC(A) / ST /MBC&DC / BC / BCM)

	(b) <b>02.07.1993</b> (in case of ‘Others’ i.e., unreserved category candidates /Candidates from other States / Union Territories)						
	(c) <b>02.07.1978</b> (in case of ‘In-service’ candidates )						
(ii)	<p><u>However, the maximum age stated above is not applicable to the following category of candidates:</u></p> <table border="1"> <tr> <td>(a)</td> <td> <p><b><u>For Differently Abled Persons:</u></b> Persons with benchmark disability (i.e. the disability should not be less than 40%) will be eligible for age concession upto ten years over and above the age limit prescribed, provided, they are found to be otherwise suitable. Such applicants should produce a certificate as laid down in G.O. (Ms) No. 28, 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> </td> </tr> <tr> <td>(b)</td> <td> <p><b><u>Discharged /serving temporary Government employees:</u></b> Discharged / serving temporary Tamil Nadu Government employees who have not completed forty two years of age as on 1.07.2025, are allowed to deduct from their age the actual period of service rendered under the Government of Tamil Nadu (whether continuous or non-continuous) upto the date of Notification. <b><u>Explanation:</u></b> 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. <b>(Section 61 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).</b></p> </td> </tr> <tr> <td>(c)</td> <td> <p><b><u>Ex-Servicemen:</u></b> An Ex-Servicemen who has not completed 50 years* of age, if he does not belong to Scheduled Castes, Scheduled Tribe, Backward Classes or Most Backward Classes and 55 years* of age, if he belongs to Scheduled Castes, Scheduled Tribe, Backward Classes or Most Backward Classes as on 1.07.2025. <b>(Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).</b></p> </td> </tr> </table>	(a)	<p><b><u>For Differently Abled Persons:</u></b> Persons with benchmark disability (i.e. the disability should not be less than 40%) will be eligible for age concession upto ten years over and above the age limit prescribed, provided, they are found to be otherwise suitable. Such applicants should produce a certificate as laid down in G.O. (Ms) No. 28, 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>	(b)	<p><b><u>Discharged /serving temporary Government employees:</u></b> Discharged / serving temporary Tamil Nadu Government employees who have not completed forty two years of age as on 1.07.2025, are allowed to deduct from their age the actual period of service rendered under the Government of Tamil Nadu (whether continuous or non-continuous) upto the date of Notification. <b><u>Explanation:</u></b> 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. <b>(Section 61 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).</b></p>	(c)	<p><b><u>Ex-Servicemen:</u></b> An Ex-Servicemen who has not completed 50 years* of age, if he does not belong to Scheduled Castes, Scheduled Tribe, Backward Classes or Most Backward Classes and 55 years* of age, if he belongs to Scheduled Castes, Scheduled Tribe, Backward Classes or Most Backward Classes as on 1.07.2025. <b>(Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).</b></p>
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(iii)	<p>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 &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. <u>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</u></p>						

	<b>and who are age barred (if they have completed 32 years of age as on 1.7.2025) will be summarily rejected and no correspondence in this regard will be entertained.</b>
(iv)	The applicants who are full time members or approved / unapproved probationers in the Madras High Court Service or Tamil Nadu Judicial Ministerial Service or Puducherry Judicial Subordinate Service or State/ Central Government Service / the applicant, who joined in any Government Service after the submission of this Online Application should obtain “No Objection Certificate” from their Head of Department / Appointing Authority, as prescribed in Annexure-B of the Common Instructions to candidates applying for the posts of Chobdar, Office Assistant, etc., subsequent to this Notification and shall produce the same whenever called for. Failure to produce the ‘No Objection Certificate’, when called for, will lead to rejection of their candidature. However, such candidates need not submit their applications through proper channel. They can submit their online application directly, after duly informing their Head of Department or Appointing Authority in writing.

### **(B) EDUCATIONAL QUALIFICATION:**

A Pass in VIII Standard or its equivalent, subject to a **maximum qualification of XII Standard** or its equivalent, on the date of notification.

An undertaking should be given by the candidates that they are not possessing/ pursuing any higher qualification other than Higher Secondary or its equivalent as on the date of submission of the application.

If the candidate suppresses any other educational qualification beyond the prescribed qualification, action will be taken against the said individual apart from penal action.

**For the post of Office Assistant**, preference will be given to the Candidates having valid LMV driving license, experience in cooking, experience in house-keeping.

**For the post of Residential Assistant**, preference will be given to the candidates having (i) one year craft course, under regular stream, in the field of House keeping / Food and Beverage / Cooking / Bakery from a recognized Institute in Indian Union with two years working experience in the respective field and with a knowledge to converse fluently in Tamil and English and (ii) Those who are having valid LMV Driving License.

**The Experience certificates should be obtained by the candidates from their Employer.**

**5. EXAMINATION FEE:-**

Sl. No.	Category	Amount
1	BC; BCM; MBC&DC; Others/UR	Rs.500/- (Irrespective of number of posts applied).
2	SC, SC(A) & ST	Total Exemption
3	Persons with benchmark disabilities (disability should be 40% or above) and Destitute Widows of all castes	Total Exemption

**Note:**

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

**6. MODE OF SELECTION:-**

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

<b><u>COMMON WRITTEN EXAMINATION</u></b> <b><u>(Maximum Marks: 65 – Duration 90 minutes)</u></b>								
<b>I</b>	The Common Written Examination will consist of 65 Objective Type Questions, each question carry 1 Mark (No Negative Mark), in a single paper containing:							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">PART</th> <th style="width: 45%;">SUBJECT</th> <th style="width: 15%;">MAXIMUM MARKS</th> <th style="width: 25%;">MINIMUM QUALIFYING MARKS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">PART-A</td> <td>Tamil Eligibility Test (General English to PH candidates who opt for English language instead of Tamil language)</td> <td style="text-align: center;">25</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	PART	SUBJECT	MAXIMUM MARKS	MINIMUM QUALIFYING MARKS	PART-A	Tamil Eligibility Test (General English to PH candidates who opt for English language instead of Tamil language)	25
PART	SUBJECT	MAXIMUM MARKS	MINIMUM QUALIFYING MARKS					
PART-A	Tamil Eligibility Test (General English to PH candidates who opt for English language instead of Tamil language)	25	10					

PART-B	Basic Knowledge (Bi-Lingual)	40	10
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Note: As per G.O.Ms.No.49, Human Resources (M) Department, dated 23.05.2022 Differently abled candidates who have studied English language alone are exempted from attending Tamil Eligibility Test, therefore, those candidates can select English Language or Tamil Language as per their choice. For those who choose English, General English Test will be conducted. This exemption is also applicable to those persons having less than 40% disability.

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

<b>Part-A:</b> (Tamil Eligibility Test)	1. General Tamil  (or) 2. General English (Only for PH candidates who opt for English language instead of Tamil language)
<b>Part-B:</b> (Basic Knowledge)	General knowledge including current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and beverage service, food production, office maintenance, office well keeping, office articles / equipments maintenance etc.  <b>(The question paper will be in Bi-Lingual).</b>  (In case of any inconsistency between English and Tamil versions, the English version will prevail)

**Note:**

- The candidate should get qualified in Parts 'A' and 'B' separately.
- If the number of vacancies notified for a post are **five and above**, the candidates for Skill Test therefor will be shortlisted, as per merit, based on the marks secured by them in the Common Written Examination, from among the qualified candidates in the Common Written Examination, **in the ratio of 1:4** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.
- If the number of vacancies notified for a post are **four and below**, the candidates for Skill Test therefor will be shortlisted, as per merit, based on the marks secured by them in the Common Written Examination, from among the qualified candidates in the Common Written Examination, **in the ratio of 1:5** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post

	<p>separately.</p> <ul style="list-style-type: none"> <li>➤ However, in each reservation group (including General Turn), all the candidates, who secure the same mark as that of the cut-off mark for their reservation group, will be admitted to the Skill Test. Therefore, mere securing the minimum qualifying mark in the Common Written Examination will not confer any right on the candidate to get qualified for the Skill Test.</li> <li>➤ The marks obtained in Part-A of 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.</li> <li>➤ The marks obtained in Part-B alone will be considered for shortlisting candidates for the next stage of selection process.</li> </ul>		
<b>II</b>	<p style="text-align: center;"><b><u>SKILL TEST</u></b> <b><u>(Maximum Marks: 40) (Minimum qualifying marks: 10)</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center; vertical-align: middle;"><b>(a)</b></td> <td> <p><b><u>For the posts of Chobdar and Room Boy:</u></b> (40 Marks)</p> <p>(i) The candidates shortlisted, as stated above, will be called for Skill Test, to test their skills in office/ chamber maintenance; office well keeping, hygiene, house-hold articles maintenance, Office' articles / equipments maintenance, other office duties, house-hold duties including sweeping, sanitation.</p> <p><b>(ii) For the post of Office Assistant:</b> (40 Marks) Cooking – 20 marks, House Keeping – 20 marks.</p> <p><b>(iii) For the post of Residential Assistant:</b> (40 Marks) Cooking – 20 marks, Sweeping and Sanitation – 10 marks, Cleaning and Gardening – 10 marks.</p> </td> </tr> </table> <p><b>(b) <u>The following marks shall be awarded to the candidates who possess the following certificates:</u></b></p> <p><b>For the post of Office Assistant:</b></p> <ul style="list-style-type: none"> <li>(i) those who possess valid LMV – 3 marks</li> <li>(ii) those who possess experience certificate in cooking – 1 mark</li> <li>(iii) those who possess experience certificate in housekeeping – 1 mark.</li> </ul> <p><b>For the post of Residential Assistant:</b></p> <ul style="list-style-type: none"> <li>(i) those who possess valid LMV – 3 marks.</li> <li>(ii) Those who possess experience certificate in housekeeping – 1 mark</li> <li>(iii) Those who possess experience certificate in Food and Beverages / Cooking / Bakery – 1 mark.</li> </ul> <p>Note: For clauses (ii) and (iii), candidates shall obtain experience certificate in which field he/ she has worked, from their employer.</p>	<b>(a)</b>	<p><b><u>For the posts of Chobdar and Room Boy:</u></b> (40 Marks)</p> <p>(i) The candidates shortlisted, as stated above, will be called for Skill Test, to test their skills in office/ chamber maintenance; office well keeping, hygiene, house-hold articles maintenance, Office' articles / equipments maintenance, other office duties, house-hold duties including sweeping, sanitation.</p> <p><b>(ii) For the post of Office Assistant:</b> (40 Marks) Cooking – 20 marks, House Keeping – 20 marks.</p> <p><b>(iii) For the post of Residential Assistant:</b> (40 Marks) Cooking – 20 marks, Sweeping and Sanitation – 10 marks, Cleaning and Gardening – 10 marks.</p>
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**III****CERTIFICATE VERIFICATION**

- *If the number of vacancies notified for a post are **five and above**, the candidates for Certificate Verification therefor will be shortlisted **in the ratio of 1:2**, as per merit, based on the marks secured by them in the respective Skill Test or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*
- *If the number of vacancies notified for a post are **four and below**, the candidates for Certificate Verification therefor will be shortlisted, as per merit, based on the marks secured by them in the respective Skill Test, from among the qualified candidates in the respective Skill Test, **in the ratio of 1:3** or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras, following the rule of reservation, for each category of post separately.*

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

2 marks per year as weightage for work experience subject to a maximum of 20 marks will be awarded to Nominal Muster Rolls (NMRs) who had worked in residences or persons with similar work experience.

- a) Only after awarding the weightage marks out of total 20 marks, the remaining marks will be awarded for Preference criteria.
- b) If a person secures 16 marks for weightage, only for the remaining, i.e., 4 marks alone will be awarded for Preference criteria.
- c) Both together will not go beyond 20 marks.

The Experience certificates should be obtained by the candidates from (i) the Gazetted Officers of PWD in the case of NMRs who worked in residences and (ii) Personal Assistant to the Hon'ble Judges / Ministers in the case of Persons with similar experience, as on the date of submission of application and should be uploaded as and when called for.

**7. PREPARATION OF SELECTION LIST:**

Final selection of candidates to the posts will be made on the basis of combined marks secured by the candidates in Part-B of the Common Written Examination, Skill Test, Certificate Verification, as per merit and following the rule of reservation, for each category of post separately.

**8. NATURE OF DUTIES:**

- a. The selected candidates to the Posts of Chobdar, Office Assistant, and Room Boy will be deputed to the Courts or office or TNSJA to do Office work or to the residences of the Hon'ble Judges or Registrars to attend all domestic duties like cooking, house keeping, hygiene, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms, toilets, urinals, lavatories, attending to gardening work etc, depending on the need and exigency.
- b. The Selected candidates to the post of Residential Assistant will be deputed only to the Residences of the Hon'ble Judges and Registrars to attend all domestic duties like cooking, house keeping, hygiene, cleaning utensils, washing clothes, mopping floors, cleaning bathrooms, toilets, urinals, lavatories, attending to gardening work etc, depending on the need and exigency.
- c. The Selected candidates should also attend to all the duties assigned by their superiors from time to time in a dedicated manner, even during Holidays and odd hours.
- d. The Selected candidates must be free from contagious diseases and should have good conduct and character.

**9. PLACE OF POSTING:**

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

**10. EXAMINATION CENTRES:**

- (a) The Common Written Examination will be held at Chennai and/or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras.
- (b) Skill Test and Certificate verification for all the post will be conducted at Chennai, to the eligible candidates.
- (c) Any representation from candidates for changing the date of Examination / Selection process, change of examination centre, for relaxation of conditions mentioned in the Notification or exam related direction or guidelines or minimum marks or qualification/requirement or Answer Sheet related information etc. or for revaluation/re-totalling will not be entertained, under any circumstances.
- (d) No TA/DA will be paid to the candidates to appear for the Common Written Examination / Skill Test / Certificate verification.

**11. GENERAL REPRESENTATIONS / INFORMATION UNDER RIGHT TO INFORMATION ACT / CLAIM FOR REVALUATION/RE-TOTALLING:**

- (a) No information will be furnished to anybody with regard to the recruitment, until the completion of the entire selection process.
- (b) Information regarding the details of the Evaluators / officers who

scrutinized the application/certificates of the candidates /appeared for the Skill Test and Certificate verification will not be provided.

- (c) No candidate will be permitted to peruse/obtain copies of the answer sheets of the Written Examination till finalization of the recruitment process.
- (d) Request for Re-valuation and Re-totalling of marks in the Written Examination/ Skill Test will not be entertained.
- (e) Marks secured by the candidates in the Skill Test and Certificate verification under various heads of assessment, if any, will not be furnished.

HIGH COURT, MADRAS  
DATE :06.04.2025.

S.ALLI  
REGISTRAR GENERAL

**ANNEXURE TO NOTIFICATION No. 72 / 2025**

Abbreviations used in the Annexure: GT - General Turn; BC - Backward Class; BC(M) - Backward Class (Muslim); MBC/DC - Most Backward Class/ Denotified Community; SC - Scheduled Caste; SC(A) - Scheduled Caste (Arunthathiyars); ST - Scheduled Tribe; W - Women; DW - Destitute Widow; PSTM - Persons Studied in Tamil Medium).

<b>Distribution of vacancies for the Post of Chobdar</b>				
<b>Sl. No.</b>	<b>Category</b>	<b>Current Vacancies</b>	<b>Backlog Vacancies</b>	<b>Total No of Vacancies</b>
1	GT	1	1	2
2	GT (W)	1	0	1
3	GT (PRIORITY)	1	0	1
4	BC (OTHER THAN BCM) (PSTM)	1	0	1
5	BC (OTHER THAN BCM) (W)(PSTM)	1	0	1
6	BC (OTHER THAN BCM) (PRIORITY)	1	0	1
7	MBC/DC	1	0	1
8	MBC/DC (W)	1	0	1
9	SC	1	0	1
10	SC (W)	0	1	1
11	ST (PSTM) (PRIORITY)	1	0	1
<b>TOTAL</b>		<b>10</b>	<b>2</b>	<b>12</b>
<b>Distribution of vacancies for the Post of Office Assistant</b>				
<b>Sl. No.</b>	<b>Category</b>	<b>Current Vacancies</b>	<b>Backlog Vacancies</b>	<b>Total No of Vacancies</b>
1	GT	16	0	16
2	GT (PSTM)	5	0	5
3	GT (W)	7	0	7
4	GT (W) (PSTM)	2	0	2
5	GT (W) (DW)	1	0	1
6	GT (DEAF AND HARD OF HEARING)	1	0	1
7	GT (PRIORITY)	6	0	6
8	GT (PSTM) (PRIORITY)	1	0	1
9	GT (W) (DW) (PSTM) (PRIORITY)	1	0	1
10	GT (W) (PRIORITY)	1	0	1
11	BC (OTHER THAN BCM)	15	0	15
12	BC (OTHER THAN BCM) (PSTM)	2	0	2
13	BC (OTHER THAN BCM) (W)	6	0	6
14	BC (OTHER THAN BCM) (W) (PSTM)	2	0	2
15	BC (OTHER THAN BCM) (W) (DW)	1	0	1

16	BC (OTHER THAN BCM) (BLINDNESS AND LOW VISION)	0	1	1
17	BC (OTHER THAN BCM) (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS, MUSCULAR DYSTROPHY AND LD OTHERS)	1	0	1
18	BC (OTHER THAN BCM) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)	0	1	1
19	BC (OTHER THAN BCM) (PRIORITY)	5	0	5
20	BC (OTHER THAN BCM) (W) (PRIORITY)	1	0	1
21	BC (OTHER THAN BCM) (PSTM) (PRIORITY)	2	0	2
22	BC(M)	1	0	1
23	BC(M) (W) (PSTM)	1	0	1
24	BC(M) (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS, MUSCULAR DYSTROPHY AND LD OTHERS)	1	0	1
25	BC(M) (PSTM) (PRIORITY)	1	0	1
26	BC(M) (W) (PRIORITY)	1	0	1
27	MBC/DC	12	0	12
28	MBC/DC (PSTM)	2	0	2
29	MBC/DC (W)	4	0	4
30	MBC/DC (W) (PSTM)	2	0	2
31	MBC/DC (BLINDNESS AND LOW VISION)	0	1	1
32	MBC/DC (W) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES)	1	0	1
33	MBC/DC (PRIORITY)	3	0	3
34	MBC/DC (PSTM) (PRIORITY)	2	0	2
35	MBC/DC (W)(DW) (PSTM)	1	0	1
36	SC	8	0	8

37	SC (PSTM)	2	0	2
38	SC (W)	4	0	4
39	SC (W) (PSTM)	2	0	2
40	SC (BLINDNESS AND LOW VISION)	1	0	1
41	SC (PRIORITY)	2	0	2
42	SC (PSTM) (PRIORITY)	2	0	2
43	SC(A) (W)	2	0	2
44	SC(A) (BLINDNESS AND LOW VISION) (PRIORITY)	1	0	1
45	SC(A) (PRIORITY)	1	0	1
46	ST	1	0	1
<b>TOTAL</b>		<b>134</b>	<b>3</b>	<b>137</b>

<b>Distribution of vacancies for the Post of Residential Assistant</b>				
<b>Sl. No.</b>	<b>Category</b>	<b>Current Vacancies</b>	<b>Backlog Vacancies</b>	<b>Total No of Vacancies</b>
1	GT	11	0	11
2	GT (PSTM)	1	0	1
3	GT (W)	5	0	5
4	GT (W) (PSTM)	1	0	1
5	GT (W) (DW)	1	0	1
6	GT (BLINDNESS AND LOW VISION)	0	1	1
7	GT (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS, MUSCULAR DYSTROPHY AND LD OTHERS))	1	0	1
8	GT (PRIORITY)	4	0	4
9	GT (PSTM) (PRIORITY)	1	0	1
10	GT (W) (DEAF AND HARD OF HEARING)		1	1
11	GT(PSTM) (PRIORITY)	1	0	1
12	BC (OTHER THAN BCM)	8	0	8
13	BC (OTHER THAN BCM) (PSTM)	2	0	2
14	BC (OTHER THAN BCM) (W)	3	0	3
15	BC (OTHER THAN BCM) (W) (PSTM)	1	0	1
16	BC (OTHER THAN BCM) (W) (DW) (PSTM)	1	0	1
17	BC (OTHER THAN BCM) (BLINDNESS AND LOW VISION)	0	1	1

18	BC (OTHER THAN BCM) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES) (PRIORITY)	0	1	1
19	BC (OTHER THAN BCM) (PRIORITY)	3	0	3
20	BC (OTHER THAN BCM) (PSTM) (PRIORITY)	2	0	2
21	BC (OTHER THAN BCM) (W) (AUTISM, INTELLECTUAL DISABILITY, SPECIFIC LEARNING DISABILITY & MENTAL ILLNESS / MULTIPLE DISABILITIES)	1	0	1
22	BC(M)	2	0	2
23	BC(M) (W) (PRIORITY)	1	0	1
24	MBC/DC	5	0	5
25	MBC/DC (PSTM)	2	0	2
26	MBC/DC (W)	4	0	4
27	MBC/DC (W) (PSTM)	1	0	1
28	MBC/DC (BLINDNESS AND LOW VISION)	1	0	1
29	MBC/DC (DEAF AND HARD OF HEARING)	0	1	1
30	MBC/DC (PRIORITY)	2	0	2
31	MBC/DC (PSTM) (PRIORITY)	1	0	1
32	SC	6	0	6
33	SC (W)	2	0	2
34	SC (W)(PSTM)	1	0	1
35	SC (W) (DW)	1	0	1
36	SC (LOCOMOTOR DISABILITY (INCLUDING CEREBRAL PALSY, LEPROSY CURED, DWARFISM, ACID ATTACK VICTIMS, MUSCULAR DYSTROPHY AND LD OTHERS) (PRIORITY)	0	1	1
37	SC (PRIORITY)	1	0	1
38	SC (PSTM) (PRIORITY)	1	0	1
39	SC(A)	1	0	1
40	SC(A) (W) (PRIORITY)	1	0	1
41	ST (W) (DW) (PSTM) (PRIORITY)	1	0	1
<b>TOTAL</b>		<b>81</b>	<b>6</b>	<b>87</b>

<b>Distribution of vacancies for the Post of Room Boy</b>				
<b>Sl. No.</b>	<b>Category</b>	<b>Current Vacancies</b>	<b>Backlog Vacancies</b>	<b>Total No of Vacancies</b>
1	GT (W)(DW)	1	0	1
2	MBC/DC (PRIORITY)	0	1	1
3	SC (PRIORITY)	1	0	1
4	SC(A) (W) (DW) (PSTM) (PRIORITY)	0	1	1
<b>TOTAL</b>		<b>2</b>	<b>2</b>	<b>4</b>