



HIGH COURT OF MADRAS

COMMON INSTRUCTIONS TO THE CANDIDATES APPLYING FOR THE POSTS OF

- (i) PERSONAL ASSISTANT TO THE HON'BLE JUDGES,
- (ii) PRIVATE SECRETARY TO THE REGISTRAR GENERAL,
- (iii) PERSONAL ASSISTANT (TO THE REGISTRARS) AND
- (iv) PERSONAL CLERK (TO THE DEPUTY REGISTRARS)

(NOTIFICATION NO.71/2025, DATED 06.04.2025)

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/her, 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/she 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/she is working / worked and gained experience, if he/she has any such work experience.

2. DISQUALIFICATION FOR APPOINTMENT:

No person shall be eligible for appointment and continue in service:

(a)	unless he/she satisfies— <ul style="list-style-type: none">(i) that his/her character and antecedents are such as to qualify him/her for such service;(ii) that such a person does not have more than one wife living or if such a person is a woman, that she is not married to any person who has a wife living (OR)
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(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 he/she after being selected in any Service, has been discharged/removed from such service or convicted/acquitted/discharged of any offence or if he/she who is or has been temporarily or permanently debarred or disqualified by the Judicial Recruitment Cell, High Court, Madras 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 Judicial Recruitment Cell, High Court, Madras, is 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 Judicial Recruitment Cell, High Court, Madras renders him/her unsuitable for appointment (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 (or)
(f)	If he/she impersonates by or for the candidate (or)
(g)	If he/she 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 Castes or Scheduled Caste (Arunthathiars) or Scheduled Tribes 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

	<p>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 exemption, 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 32 years of age as on 01.07.2025) will be summarily rejected and no correspondence in this regard will be entertained. <u>(Scheduled Caste-Arunthathiyar means the castes: Arunthathiyar, Chakkiliyan, Madari, Madiga, Pagadai, Thoti and Adi Andhra)</u></p>
(c)	<p>No special age relaxation is applicable for Destitute Widow.</p>
(d)	<p>The term ‘Destitute Widow’ used in the Notification shall mean a widow whose total monthly income from all sources (including any family pension or other receipts and income from private practice in case of professionals) shall not be more than Rs.4,000/- (Rupees Four Thousand Only). A “Destitute widow” shall include a candidate born outside the State of Tamil Nadu and became a widow after her marriage to a person belonging to the State of Tamil Nadu and residing permanently in the State of Tamil Nadu and shall also include a candidate born in the State of Tamil Nadu and became a widow after her marriage to a person belonging to any other State and settled permanently in the State of Tamil Nadu, but shall not include a candidate belonging to other State not covered under the above said categories. Every candidate claiming to be a ‘Destitute widow’ shall obtain Destitute Widow certificate in the Form specified in Annexure-D, from the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned. The said certificate should have been obtained after the date of Notification and uploaded, whenever called for.</p>
(e)	<p>“Persons with Benchmark Disability” means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority designated by the Government under sub-section (1) of Section 57 of the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016). On selection, the candidate claiming reservation under the Differently Aabled 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 and also satisfy the High Court, Madras that his/her disability</p>

	will not affect the effective functioning of the duties attached to the post/s for which he/she has been selected.
(f)	“Persons studied in Tamil Medium” (PSTM) means a person who has studied through Tamil medium of instruction upto the educational qualification prescribed for direct recruitment to the post/s [Sec.2(d) of the Tamil Nadu Appointment on preferential basis in the Services under the State of Persons Studied in Tamil Medium (Amendment) Act, 2020].
(g)	Persons claiming special reservation under ‘ Persons Studied in Tamil Medium ’ (PSTM) should upload a certificate/s, whenever called for, in the form specified in Annexure–E , from the Institution/s, where he/she studied upto the prescribed educational qualification.
(h)	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 1 st proviso to Sec.3(j)(vii) of the Tamil Nadu Government Servant (Conditions of Service) Act 2016).
(i)	Third gender candidates, who do not possess any Community Certificate shall be considered under Most Backward Class as per G.O.(Ms.) No.28, Backward Classes, Most Backward Class and Minorities Welfare Department, dated 06.04.2015.
(j)	Third gender candidates who belong to Scheduled Caste / Scheduled Caste (Arunthathiyar) / Scheduled Tribe communities and possess community certificate as such, shall be considered as per their respective community.
(k)	Third gender candidates who belong to communities other than Scheduled Caste / Scheduled Caste (Arunthathiyar) / Scheduled Tribe and possess community certificate as such, are permitted to choose to be considered as belonging to their own community or as Most Backward Class, whichever is advantageous to them, at the time of Registration itself. Once the individual opts to be considered as a particular community, it shall be crystallized and this option shall not be changed in the future.
(l)	Third gender candidates who identify themselves as “Female” by self-declaration supported by the Certificate (ID Card) issued by the Tamil Nadu Third Gender Welfare Board (TNTGWB) will be considered against both 30% reservation for women as well as 70% reservation for the General Category (both Men & Women)
(m)	Third gender candidates, who identify themselves as “Male” or “Third Gender”, will be considered against 70% reservation for General category (both Men & Women), as the case may be.
(n)	Concessions provided for Third Gender Candidates under clauses (l) and (m) above, will be granted only on production of certificate identifying them as Third Gender or Third Gender (Male) or Third Gender (Female) issued by the Tamil Nadu Third Gender Welfare Board (TNTGWB), as the case may be.

4. HOW TO APPLY:-

The online application for the examination consists of two parts:

- A. Registration
- B. (i) Filling up of Application
- (ii) Payment Gateway

NOTE:

Applicants who have already registered for any previous recruitments in the Recruitment Portal of the Madras High Court, have to RE-REGISTER as 'NEW APPLICANTS' as the previous registered User ID and Password will be invalid.

A. REGISTRATION :The applicants are required to visit <https://www.mhc.tn.gov.in> and click “**REGISTER YOURSELF**” and enter the following details:

1. Applicant's E-mail ID
2. Applicant's Mobile No.
3. Name (Initial and Name as in the SSLC - Secondary School Leaving Certificate or if changed, as mentioned in Gazette Notification)
4. Create Password
5. Retype Password and
6. Enter Captcha Code

After successfully entering all the details, the applicants shall click ‘**SUBMIT**’; a message will appear in the screen as ‘**Successfully Registered**’ and a link will be sent for activation 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 given by them during registration.

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 applicants must be noted and preserved for future use.**
- (ii) Applicants are advised to have a valid Personal 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.

The applicants are advised not to enter Mobile Number and Email ID of internet cafe/browsing centre/Common Service centres or any other person.

- (iii) No request regarding change in Mobile Number/E-mail ID will be entertained.
- (iv) The High Court of Madras will update various information / intimations relating to the recruitment, **only in the Recruitment Portal** of the Madras High Court. i.e. **<https://www.mhc.tn.gov.in>**.
- (v) It will be the responsibility of the applicant to update himself/herself by visiting the website of Madras High Court <https://www.mhc.tn.gov.in> periodically for any important announcement/information. No separate intimation will be given to the candidates regarding updates.
- (vi) The High Court of Madras will not be responsible in case of any communication not reaching the candidate.

B. (i) FILLING UP OF APPLICATION:

1. After Registration, the applicants shall login with the USER ID and PASSWORD given by them.
2. The online application consists of 5 steps :
 - (1) Personal details
 - (2) Educational & Technical qualification details
 - (3) Additional information
 - (4) Declaration
 - (5) Confirm your details
3. After completion of Step-1 to Step-5, the applicants should check the details entered by them. Once the 'SUBMIT' button is clicked, the applicants will not be able to change any of the details submitted in the application.

(1) STEP ONE (PERSONAL DETAILS):

The personal information furnished by the applicants in the Registration Form will be generated automatically. The details furnished in the Registration Form cannot be edited. Applicants shall fill their other personal information as required in the application form. They shall upload the scanned copy of their passport size photograph of high contrast and their full signature. After submitting the personal information, the applicants shall select the 'SAVE/NEXT STEP' button to proceed to Step-2.

(a) Instructions for UPLOADING PHOTOGRAPH:

- i. Photograph must be a recent (**i.e. not more than three months old from the date of publication of the Notification**) passport size

colour picture in **.jpg format only**. The size of the file should be **between 20 KB and 50 KB** with dimensions of **230 pixels and 200 pixels, height and width** respectively.

[The applicants are advised to use online tools only for resizing the photograph.]

- ii. The **background** of photograph should be **clear white** and dress should be in dark colour.
- iii. If the applicants wear glasses, they shall make sure that there is no reflection and their eyes are visible.
- iv. The applicants shall ensure that both eyes are visible in the pictures.
- v. Photograph with dark background or with eyes hidden under coloured dark glasses will not be accepted.
- vi. Facial features from bottom of chin to top of forehead and both edges of face must be clearly visible.
- vii. **“Selfie”** photograph is not allowed. Photograph should have been taken professionally and it should not have been taken by mobile phone camera.
- viii. Photograph having caps, hats and dark glasses will not be accepted.
- ix. The applicants should click the '**CHOOSE FILE**' button and upload the photograph.
- x. Instead of uploading the photo, if the applicants upload any other unwanted material, their application will be liable to be **rejected**.

(b) Instructions for UPLOADING SIGNATURE:

- i. Signature must be in **.jpg format only**. The size of the file should be **less than 20 KB** with dimensions of **60 pixels and 140 pixels, height and width** respectively.
[The applicants are advised to use online tools only for resizing the signature.]
- ii. The applicants should click the '**CHOOSE FILE**' button and upload the signature.
- iii. Instead of uploading the signature, if the applicants upload any other unwanted material, their application will be liable to be **rejected**.

(2) STEP TWO (EDUCATIONAL AND TECHNICAL QUALIFICATION DETAILS):

The applicants shall fill all the educational and technical qualifications possessed by them along with their language proficiency skill details. After submitting the said particulars, the applicants shall select '**SAVE/NEXT STEP**' button to complete Step -2 and proceed to Step-3.

(3) 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.

(4) **STEP FOUR (DECLARATION):**

The applicants shall tick the check box in the declaration as required in the application form. After completing the declaration form, they shall select the '**NEXT STEP**' button and proceed to Step-5.

(5) **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 applicants intend 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 click on '**SUBMIT**' button, a pop up alert dialogue box will appear stating that,

‘If OK button is selected, the application will be converted as PDF and the details furnished in the application cannot be modified thereafter. The Applicant cannot add/delete/modify the Post/Posts Applied as per this Notification.’

If the applicants want to edit the information provided by them, they shall select the '**CLOSE**' option to cancel submission and go back to the previous steps for editing or select '**OK**' to submit the online application. After submitting the application (for non- exempted category candidates), it will lead to **PAYMENT GATEWAY**.

B.(ii) PAYMENT GATEWAY

- (i) A page mentioning the post/s applied and the amount of Fee to be paid (for non-exempted category candidates) will appear on the screen. On clicking the '**PROCEED TO PAY**' button, system will be redirected to the Payment Gateway page. In the directed page, the applicants have to select the payment mode to initiate the payment.
- (ii) In the Payment Gateway page, the following payment options are available
 - (a) **Debit Card**
 - (b) **Credit Card**
 - (c) **Net Banking &**
 - (d) **UPI payments**

The applicants are allowed to pay the Fee through Online (Net banking/ Debit card/ Credit Card/UPI) mode only.

- (iii) If the transaction gets failed after initiating the payment process for unknown reasons, the applicants can initiate payment transaction again after sometime.

[The applicants are advised not to click on Back button while paying the examination fees in Payment Gateway]

- (iv) After successfully paying the fee, the applicants can check the details of the payment in the home page. Then they can download the application form and payment receipt.
- (v) **Refund and Cancellation policy:** Any request for cancellation or refund for fees paid online will not be entertained under any circumstances. However, **if the amount is debited more than once due to technical issues, excess amount will be automatically refunded within the TAT as specified by Banks. No communications in this regard will be entertained.**

Payment Instructions:-

- (a) The payment of Examination Fee shall be made only through **online mode**.
- (b) Failure to pay the prescribed fee within the stipulated time will result in **outright rejection of application and no correspondence in this regard will be 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) Except by online payment, no other mode of offline payment, like Demand Draft/Postal Order/Cheque, 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.

IMPORTANT NOTE:

- (i) **The applicants are advised to take printout of their filled in application form by selecting the “VIEW” option and downloading their application in PDF form for future reference till the completion of recruitment process.**
- (ii) The applicants need not send the printout of the application form to the undersigned or to the Madras High Court.

- (iii) All the particulars mentioned in the online application including the name of the applicant, post applied for, educational/technical 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 with utmost care and caution. **No correspondence regarding change of details will be entertained.**

5. INSTRUCTIONS FOR UPLOADING DOCUMENTS:

The applicants shall scan and upload the following Mandatory documents, whenever called for, as per below matrix:

- i. **Educational Qualification Certificates** (SSLC or its equivalent, HSC or its equivalent and Degree Certificate/ Provisional Certificate) as **single PDF file** of size **below 800 KB**.
- ii. **Technical Qualification Certificates** [Shorthand Higher/Senior Grade Certificates, Typewriting Higher/Senior Grade Certificates, Computer on Office Automation (if he / she possess) and other technical certificates] as a **single PDF file** of size **below 600 KB**.
- iii. 'Community Certificate' as a **PDF file** of size **below 150 KB**.
- iv. Proof for Date of Birth and Age (Birth Certificate / SSLC / Transfer Certificate, etc.) as a **PDF file** of size **below 150 KB**.
- v. Address and Photo ID Proof (Aadhaar Card, Driving Licence, etc.) as a **PDF file** of size **below 150 KB**.

The applicants shall scan and upload the following relevant / applicable documents as PDF file of size below 115 KB each:

- i. Character and Conduct Certificate (Annexure – A)
- ii. No Objection Certificate (Annexure – B)
- iii. Experience Certificate (Annexure – C)
- iv. Destitute Widow Certificate (Annexure - D)
- v. Persons studied in Tamil Medium (PSTM) certificate (Annexure – E)
- vi. Certificate regarding physical limitation in an examinee to write (Annexure – F)
- vii. Other Certificates, if any.

NOTE:

- i. Uploading the required documents in respect of some fields is **mandatory**.
- ii. The applicants shall submit their original 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 like educational qualification certificates, community certificate (for those claiming communal reservation), technical qualification certificates etc., are not uploaded by the applicants, **their application will be rejected**.

6. OTHER IMPORTANT INSTRUCTIONS:-

(a)	Applicants cannot apply more than once for a post. If multiple applications are filled by the same applicant for the same post, only the last application would be considered.
(b)	Applicants can apply for more than one post notified in the notification. The non-exempted candidates shall pay fee for each post separately.
(c)	The computer will not accept incomplete applications. Therefore, applicants 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 <u>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.</u> Further, such applicants will be debarred from participating in any recruitment process for any post conducted by the Judicial Recruitment Cell, High Court, Madras.
(e)	All the educational and technical qualifications possessed by the applicants, apart from the required qualification (including the educational qualifications for which he/ she has appeared, but not passed/ awaiting result) as on the date of Notification shall be furnished in the online application. Non-furnishing of the particulars will be treated as suppression of facts. <u>If such suppression is noticed, the candidature of such candidates will be rejected at any stage of the selection.</u> If such suppression is noticed after appointment, their appointment will be cancelled and necessary action/ criminal action will also be initiated, treating it as playing fraud on the recruiting agency. Therefore, the applicants are required to furnish all their educational and technical qualifications in the online application.
(f)	The schedule of recruitment process may be subject to change on account of any unforeseen event beyond the control of the Judicial Recruitment Cell, High Court, Madras and such change will be notified in the Official website. No Complaint/ Grievance from the candidates will be entertained or heard by the Judicial Recruitment Cell, High Court, Madras in case of non-appearance of the candidates for the Common Written Examination, Skill 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 the candidate will be removed from the Selection / Wait List without any notice, if it is found that any information furnished by the candidate in the application form is false / incorrect / wrong.

(h)	If a candidate in the selection list fails to join duty within the period stated in the appointment order, his/her name will be removed from the selection list and <u>no correspondence in this regard will be entertained.</u>
(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 appearance of candidate for certificate verification, does not confer on him/ her any right to participate in the Viva-voce.
(j)	<u>Applicants are advised in their own interest to apply Online well in advance.</u> Applicants shall ensure that they fulfil all requisite eligibility criteria on the date of Notification before applying for the post/s. The educational/ technical qualification/ experience obtained subsequent to the date of Notification will not be considered. <u>Therefore, applicants who are awaiting the result of the required educational/ technical qualification on the date of notification need not apply.</u>
(k)	The Judicial Recruitment Cell, High Court, Madras does not assume any responsibility for the applicants not being able to submit their Applications within the last date, for any reasons.
(l)	Applicants should take care to upload recent photograph (i.e., not more than three months old from the date of publication of the Notification) of good quality in the online 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.
(m)	Hall Tickets for Common Written Examination, Skill Test and Viva-voce 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 at least one week prior to the date of the examination and the same will be notified in the Recruitment Portal of the Madras High Court. If any correction or spelling mistake is found in the Hall Ticket, the same shall be informed to the Judicial Recruitment Cell, High Court, Madras, immediately by email for rectification. Only the candidates to whom the hall tickets have been issued by the Judicial Recruitment Cell, High Court, Madras, will be allowed into the Examination hall.
(n)	The admission of an applicant to participate in the recruitment process, at all stages, is purely provisional. The decision of the Judicial Recruitment Cell, High Court, Madras in respect of all matters pertaining to the Recruitment Process, as to the eligibility or otherwise of a candidate for admission to the Common Written Examination, Skill Test and Viva-voce, is final.
(o)	If any dispute or question arises relating to the disqualification/ suitability of the candidates or interpretation of the Rules, the decision of the Judicial Recruitment Cell, High Court, Madras, in that regard is final.
(p)	Any subsequent claim made, after the submission of online application, regarding any of the details submitted in the application, including educational & technical qualifications 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 period will entail <u>rejection of candidature at any stage of selection</u> , without any further intimation to the candidates.								
(q)	Scribe Assistance will be permitted only for “Common Written Examination”. Compensatory time of not less than 20 minutes per hour of examination is allowed to the candidates with Benchmark Disabilities and also to the candidates availing service of scribes to complete the common written examination. The candidates who opt for scribe assistance should upload/ submit the certificate, whenever called for, in the form specified in Annexure- F to the ‘Common Instructions to the Candidates’ regarding physical limitation, duly obtained from the competent authority as specified in G.O.(Ms) No.08, Welfare of Differently Abled Persons (DAP-3.2) Dept. dated 21.09.2021.								
(o)	<p>The applicants shall furnish correct and true information for the following:</p> <table border="1"> <tr> <td>(i)</td> <td>In respect of 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. In case any criminal case is filed / disciplinary action is taken against or any conviction/ punishment is imposed on any person after the production of ‘No Objection Certificate’, or in any case, from the time of submission of the online application format up to the finalisation of the recruitment process and appointment, such applicants should report this fact forthwith to the Judicial Recruitment Cell, High Court, Madras, by mentioning their Application Number / Registration Number and the name of the post/s applied for. Any violation or failure to comply with this instruction will result in rejection of candidature of the candidate at any stage of selection, even after recruitment besides debarment him/her from appearing for the recruitments notified / to be notified by the Judicial Recruitment Cell, High Court, Madras.</td> </tr> <tr> <td>(ii)</td> <td>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.</td> </tr> <tr> <td>(iii)</td> <td>Information relating to his/her Candidature in election for Parliament / State Legislature / Local Bodies / Trade Union, etc.,</td> </tr> <tr> <td>(iv)</td> <td>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.</td> </tr> </table>	(i)	In respect of 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. In case any criminal case is filed / disciplinary action is taken against or any conviction/ punishment is imposed on any person after the production of ‘No Objection Certificate’, or in any case, from the time of submission of the online application format up to the finalisation of the recruitment process and appointment, such applicants should report this fact forthwith to the Judicial Recruitment Cell, High Court, Madras, by mentioning their Application Number / Registration Number and the name of the post/s applied for. Any violation or failure to comply with this instruction will result in rejection of candidature of the candidate at any stage of selection, even after recruitment besides debarment him/her from appearing for the recruitments notified / to be notified by the Judicial Recruitment Cell, High Court, Madras.	(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.
(i)	In respect of 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. In case any criminal case is filed / disciplinary action is taken against or any conviction/ punishment is imposed on any person after the production of ‘No Objection Certificate’, or in any case, from the time of submission of the online application format up to the finalisation of the recruitment process and appointment, such applicants should report this fact forthwith to the Judicial Recruitment Cell, High Court, Madras, by mentioning their Application Number / Registration Number and the name of the post/s applied for. Any violation or failure to comply with this instruction will result in rejection of candidature of the candidate at any stage of selection, even after recruitment besides debarment him/her from appearing for the recruitments notified / to be notified by the Judicial Recruitment Cell, High Court, Madras.								
(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.								

(t)	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 Judicial Recruitment Cell, High Court, Madras, in writing then and there.
(u)	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 candidates will also be debarred from appearing for all future examinations and selections conducted by the Judicial Recruitment Cell, High Court, Madras. If the suppression or false claim is noted subsequently, the selection of the candidates concerned will be declared invalid.
(v)	Whenever called for, the applicants shall upload / submit their original documents, in proof of their educational, technical qualifications, work experience, etc.
(w)	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.
(x)	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 Caste candidates and if any posts reserved for Arunthathiyars remain unfilled for want of adequate numbers of qualified candidates, they will be filled up by other Scheduled Caste candidates.
(y)	Persons who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organizations or Public Sector Units constituted under the authority of the Government of India or of a State in India, whether in regular service or in temporary service need not send their applications through their Head of Department or employer. Instead, they may directly apply after duly informing their employer in writing that they are applying for the particular recruitment, subject to the condition that they should produce ' No Objection Certificate ' in the form prescribed in Annexure - B , subsequent to this notification, and from an authority not below the level of the Head of Department or Office and shall produce the same whenever called for. Failure to produce the certificate will lead to rejection of candidature at any stage of selection. Note:- Persons who get employment after the submission of their applications and before the receipt of intimation admitting them for certificate Verification requiring to produce original documents for verification should also produce the ' No Objection Certificate '.
(z)	Requests for furnishing causes of failure in Common Written Examination / Skill Test / Viva-voce or reasons for non-selection based

	on such results will not be entertained. Likewise, requests for exemption from age limit or other qualifications also will receive no attention.
(aa)	Any communication to the Judicial Recruitment Cell, High Court, Madras should be sent only by the applicants by specifically mentioning their <u>Application ID/Registration Number and mobile number</u> . Communications in the name of a Pleader or Agent on behalf of the applicant, will receive no attention.

7. INSTRUCTIONS TO PERSONS WITH DISABILITIES (PwD):-

(a)	Persons with Disability have to appear for the “Common Written Examination” on their own.
(b)	Scribe Assistance and compensatory time of 20 minutes PER HOUR will be permitted to the Persons with Benchmark Disability only for “Common Written Examination”.

8. GENERAL INSTRUCTIONS TO CANDIDATES:

(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 should produce the Hall Ticket issued by the Judicial Recruitment Cell, High Court, Madras to the Invigilator for verification. Candidates should ensure that they preserve the Hall Ticket carefully and permanently and shall produce, if shortlisted for the next stage of recruitment process or whenever called for by the Judicial Recruitment Cell.
(e)	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.
(f)	Candidates are not allowed to bring cellular phone, calculators, Smart watches 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).

(g)	If candidates 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, apart from penal action. If it is considered necessary, they will be subjected to thorough physical search including frisking on the spot.
(h)	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.
(i)	Tea, coffee, snacks, soft drinks etc., will not be allowed inside the examination venue.
(j)	Candidates should always sit in the seat allotted to them as per their Registration Number and must not change it and they shall adhere to the instructions given for filling up of OMR Answer Sheet / Question-cum-Answer Booklet. Before filling up the details, they should check the Question Booklet / OMR Answer Sheet / Question-cum-Answer Booklet to see whether it is printed properly and not damaged. If Question Booklet/ OMR Answer Sheet / Question-cum-Answer Booklet 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 OMR Answer Sheet / Question-cum-Answer Booklet will be replaced, once a candidate has commenced writing.
(k)	The candidate will be supplied with OMR Answer Sheet / Question Booklet / Question-cum-Answer Booklet 10 minutes before commencement of the Examination. Before shading / writing the answer, candidate should ensure that all the questions / pages are there in seriatim without any omission in Question Booklet / Question-cum-Answer Booklet. If any defect is noticed in the Question Booklet / OMR Answer sheet / Question-cum-Answer Booklet after the commencement of Examination, it will not be replaced.
(l)	Candidates should carry only Ball Point Pen (Blue or Black), Transparent Water Bottle and Hall Ticket inside the examination Hall. Other materials are not allowed into the examination hall.
(m)	Candidates must write their Registration Number in the space provided in the Question Booklet / Question-cum-Answer Booklet.
(n)	Candidates should not remove or tear off any sheet from the Question Booklet / Question-cum-Answer Booklet and they are not allowed to take the Question Booklet, OMR Answer Sheet and Question-cum-Answer Booklet out of the Examination Hall during the time of examination. Candidates would be permitted to take only the Question Booklet after the Examination is completed.
(o)	Personalized OMR Answer Sheet of the candidates will be supplied by the Room Invigilator for answering the Questions in Part – A of the Common Written Examination. Candidates must shade / write their Question Booklet series in the space provided, without fail, with Blue or Black Ball point pen only.
(p)	The Optical Mark Reader (OMR) Answer sheet should be handled carefully by the candidates. <u>They are advised not to fold, wrinkle, damage</u>

	<p>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 shading the answers at the appropriate place. Moreover, candidates are advised to fill up information and shade 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>
(q)	<p>If any wrong entry is made while filling up/shading the Question Booklet Series, penalty of marks will be awarded as the Madras High Court deems fit.</p>
(r)	<p>Candidate must affix his/her signature in the box provided in the OMR Answer Sheet.</p>
(s)	<p>In case of any ambiguity with respect to shading of bubbles, the decision of the Madras High Court is final.</p>
(t)	<p>Candidates are advised to shade only one bubble for each question in the OMR Sheet and shall not use tick mark or cross mark in the bubble. Multiple shading will be treated as invalid.</p>
(u)	<p>Candidates should shade the answer field (answer bubble) of OMR answer sheet completely, otherwise the answer will not be validated.</p>
(v)	<p>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.</p>
(w)	<p>Borrowing of any material, instruments from other candidates during the Examination session is strictly prohibited.</p>
(x)	<p>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, apart from penal action.</p>
(y)	<p>No candidate will be allowed to exceed the time limit allotted for answering the paper (except the Persons with Benchmark Disability) and no candidate will be allowed to leave the Examination hall before the closing time of the examination.</p>
(z)	<p>At the end of the examination, OMR Answer Sheet and Question-cum-Answer booklet should be returned to the Invigilator. Candidates are prohibited from taking the OMR Answer Sheet / Question-cum-answer booklet with them from the examination hall.</p>
(aa)	<p>After completion of the Common Written Examination, the proposed key answers for Part – A will be hosted in the Recruitment portal of the High Court, Madras and any objection with regard to any of the proposed answer should be sent by the candidates to the Judicial Recruitment Cell, High Court, Madras, by email (judicialrecruitmentcell.mhc@gmail.com) within two days from the date of hosting of such proposed key answers in the website, by specifying</p>

	the question number. In such communication, Registration Number, Name and address of the applicant, Question Number, Series of the Question Booklet, the appropriate answer etc. should invariably be quoted. Any representation received after two days from the date of hosting 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 Registration Number only in the space provided for that purpose at the first cover-page of the Question-cum-Answer Booklet. Writing of, his/her own name or Registration Number or any mark of identification in any form or any Number or name or mark, by which the OMR Answer Sheet / Question-cum-Answer Booklet 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)	No key answer for Part – B of the Common Written Examination and Skill Test will be provided.

9. EQUIVALENT QUALIFICATIONS:-

The Tamil Nadu Government Orders with regard to equivalence / non-equivalence of various educational / technical qualifications are made available in the Recruitment Portal of the Madras High Court. Therefore, in case of any doubt, the 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 supporting Government Order with regard to equivalence of their educational / technical qualification, will not be entertained under any circumstances.

10. INFORMATION UNDER THE RIGHT TO INFORMATION ACT AND CLAIM FOR REVALUATION / RETOTALING:

(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 and Answer Key for Part – B of the Common Written Examination and Skill Test will not be provided.
(c)	No candidate will be permitted to peruse/obtain copies of the answer sheets of the Common Written Examination / Skill Test, till finalization of the recruitment process

(d)	Request for Revaluation and Retotaling of marks in the Common Written Examination / Skill Test will not be entertained.
(e)	Marks secured by the candidates in the Viva-voce under various heads of assessment, if any, will not be furnished.

10. CAUTION:

Recruitments by the Madras 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 Madras High Court through unfair means. The High Court of Madras 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.

11. CERTIFICATE OF PHYSICAL FITNESS:-

The candidates 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.

12. Help desk for guidance of candidates:

In case of any guidance / information / clarification regarding filling up of online application, candidates can contact the help desk at Telephone No. **044-25330161** on **all working days between 10.00 a.m. and 05.45 p.m.** or through email to **judicialrecruitmentcell.mhc@gmail.com.**

However, general queries with regard to dates of Common Written Examination/ Skill Test / Viva-voce / Publication of results / method of Skill Test / method of Viva-voce will not be entertained.

HIGH COURT, MADRAS
DATED :06.04.2025

S. ALLI
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/s of _____

_____, as specified in the Madras High Court's

Notification No. _____/2025, dated _____ / _____ / 2025, is well known to me for the past
_____ years and his/her character and conduct are good.

Date : / /

Signature of the Person Certifying.

Place:

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.

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 employed temporarily / probationer / an approved probationer / a full member	
4.	Period of Employment	From: To: Endorsement: Date:
	(a) I have no objection to the candidate's application being considered for the post/s of conducted by the Madras High Court.	
	(b) Certified that Thiru / Tmt. /Selvi has the following punishment / has no punishment to his/her credit:	
	(c) It is also certified that no charge or / and criminal case is pending / contemplated against him/her. (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, residing at
.....
....., 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 the 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 Sections 20(8) and 26 of the 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 Sections 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(mention the standard/course) 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.

- Candidate may submit separate PSTM certificates upto SSLC, HSC or Diploma and UG.
- “Persons studied in Tamil Medium” means a person who has studied through Tamil Medium of instruction upto the Educational Qualification prescribed for direct recruitment to the post. (Sec.2(d) of the Tamil Nadu Appointment on Preferential basis in the services under the State of Persons Studied in Tamil Medium (Amendment) Act, 2020).

ANNEXURE-F**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr./Ms./Mrs. _____ (name of the candidate with disability) a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o./D/o. _____ a resident of _____
 _____ (Village/ District / State) and to state that he / she has physical limitation which hampers his / her writing capabilities owing to his / her disability.

Due to the above mentioned disability following concession may be given:-

1. Exemption from Tamil / second language.
 2. Extra _____ hours for writing theory exam.
 3. Allocation of a scribe.
 4. _____ (any other assistive devices or concessions).
- *strike out the non-applicable.

Signature
 (Chief Medical Officer / Civil Surgeon / Medical Superintendent /
 Signature of the notified medical authority of a Government health care
 institution)

Name and Designation

Name of Government Hospital / Health Care Centre / The notified medical authority
 Place :
 Date :

Signature / Thumb impression of the Differently abled person

Note:

Certificate should be given by a specialist of the relevant stream / disability
 (eg. Visual Impairment – Ophthalmologist, Locomotor disability – Orthopaedic specialist / PMR etc.)

Letter of Undertaking for Using Own Scribe

I _____ a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the _____ (District), _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe / reader / lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place :

Date :