HIGH COURT OF MADRAS

NOTIFICATION No.126/2019   **DATED: 01/07/2019**

Date of Notification	01/07/2019
Last date for submission of On-line Applications	31/07/2019
Last date for remittance of fee through Bank	02/08/2019

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** (https://www.mhc.tn.gov.in) for direct recruitment to the posts of **(i) COMPUTER OPERATOR and (ii) TYPIST** in the Madras High Court Service.
Note:-

(a)   Applications submitted through https://www.mhc.tn.gov.in **WILL ALONE 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 applications, the applicants are advised to go through the 'Notification' and 'Common Instructions to Candidates' available in the Recruitment Portal of the High Court, Madras (https://www.mhc.tn.gov.in) thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and are not disqualified for appointment.

(c)   Applicants who are eligible and willing to apply for both the posts, need not apply separately for each post. However, they can choose the name of the post/s applying for in the application. Non-exempted category candidates shall pay separate fee for each post.

(d)   If the candidate is found not eligible to apply for any of the above post, he / she will be disqualified from participating in the selection process of the High Court for the said posts at any stage of the selection process.

2. NUMBER OF VACANCIES AND PAY SCALE:

Sl.No.	NAME OF THE POST	SCALE OF PAY (Revised)	No. OF VACANCIES
1	Computer Operator	Rs.20,600-65,500/- (Level-10)	76
2	Typist	Rs.19,500-62,000/- + Spl. Pay (Level-8)	229

3. DISTRIBUTION OF VACANCIES:-

Computer Operator	As provided in the Annexure
Typist	

NOTE:

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

4.QUALIFICATION:-

A) AGE (as on 01.07.2019):-

Sl. No.	Category of Applicant	Minimum Age (should have completed)	Maximum Age (should not have completed)
1.	For reserved categories i.e. SC /SC(A) /ST / MBC & DC / BC / BCM	18 years	35 years
2.	For Others / Unreserved categories [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	30 years

3.	For In-Service candidates ["**In Service candidate**" means – Fulltime member or approved / unapproved probationer of the Madras High Court Service or Tamil Nadu Judicial Ministerial Service or the Person appointed and continuing in service as "Co-Terminus" employee in the Madras High Court Service as on the date of publication of this Notification.]	18 years	45 years

Explanation-

(i) Candidates should not have been born after **01.07.2001** and should not have been born before:

    (a) 02.07.1984 (in case of reserved categories viz. ,SC / SC(A) / ST / MBC&DC / BC / BCM)

    (b) **02.07.1989** (in case of 'Others' i.e., unreserved category candidates / Candidates from other States / Union Territories)

    (c) 02.07.1974 (in case of 'In-service' candidates).

(ii) The Persons belonging to State of Tamil Nadu / Union Territory of Puducherry and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes and Backward Classes (Muslims), as the case may be, will alone be treated as belonging to the respective communities. The persons belonging to other States / Union Territories (i.e. except State of Tamil Nadu and Union Territory of Puducherry) will be treated only as 'Unreserved Category candidates', 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 States / other Union Territory candidates i.e. except 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 requisite fee and who are age barred (if they have completed 30 years of age as on 1.7.2019) will be summarily rejected and no correspondence in this regard will be entertained.**

(iii) No special age concession is applicable for Differently Abled Candidates, Destitute Widow and Ex-Servicemen.

(iv) The applicants who are full time members or approved / unapproved probationers in the Madras High Court Service or Tamil Nadu Judicial Ministerial Service should obtain "No Objection Certificate" from their Head of Department / Appointing Authority, as prescribed in **Annexure-B of the Common Instructions to Candidates**, 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 on-line applications directly, after duly informing their Head of Department / Appointing Authority in writing. However, 'No Objection Certificate' is not necessary in the case of the co-terminus employees working in the Madras High Court as on the date of publication of this Notification.

B. EDUCATIONAL AND TECHNICAL QUALIFICATIONS:

Sl. No	Name of the Post	Educational and Technical Qualifications
1.	**Computer Operator**	Any Bachelor degree in Computer Science / Computer Applications from a recognized University of Indian Union in 10+2+3 or 11+1+3 pattern, **or** any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern, with a Diploma in Computer Applications from any recognized University **or** any Institute recognized by the All India Council for Technical Education, and must have passed the Government Technical Examination in Typewriting in English and Tamil by Higher Grade.

2.	Typist	a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10+2+3 or 11+1+3 pattern.
		b) Must have passed the Government Technical Examination in Typewriting by the Higher Grade in Tamil and English.
		c) Must have passed the Certificate Course in Computer on Office Automation, conducted by the Directorate of Technical Education.
		Note:
		(i) However, candidates who do not possess the qualification i.e., Certificate Course in Computer on Office Automation may also apply for appointment by direct recruitment. If selected, they should acquire such qualification within the period of their probation.
		(ii) Those who possess Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grant Commission / All India Council for Technical Education / Directorate of Technical Education (or) an equivalent body are exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.

5. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	BC / BCM / MBC & DC / Others	Rs.300/- for each post
(ii)	SC / SC(A) / ST (Fee exemption is applicable only to SC / SC (A) / ST candidates belonging to the State of Tamil Nadu / Union Territory of Puducherry)	Total Exemption

(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from Revenue Divisional Officer / Sub Collector / Assistant Collector.	Total Exemption

Note:

1. Persons claiming Fee concession referred to above and other claims made in the application, have to produce evidence for such claims as and when called for. Otherwise, their applications will be summarily rejected and no correspondence in this regard will be entertained.
2. The application of the candidate who makes false claim/suppression of information for fee concession or age relaxation or any other benefits, will be rejected at any stage of selection.

6. MODE OF SELECTION:-

The selection of candidates will be based on (a) Written Examination, (b) Skill Test and (c) Oral Test in the following manner:

(A) WRITTEN EXAMINATION:

(i) PARTS – A, B & C (COMMON FOR BOTH THE POSTS OF COMPUTER OPERATOR AND TYPIST): (MAXIMUM MARKS: 75)

The Written Examination will consist of **75** multiple choice questions (objective type) in OMR Answer Sheets. Each question will carry one mark. Duration: **90** Minutes. The question paper will consist of:

PART-A:	General English (Tamil Nadu State syllabus - SSLC Standard) **(For 25 Marks)**	Minimum Qualifying Marks: **8**
PART-B:	General Tamil (Tamil Nadu State syllabus - SSLC Standard) **(For 15 Marks)**	Minimum Qualifying Marks: **5**

PART-C:	(i)General Knowledge, (ii)Numerical and Mental Ability (iii)Analytical and Reasoning Skills (iv) General Intelligence (v)Basic knowledge in Computers **(In all, for 35 Marks)**	Degree standard	Minimum Qualifying Marks: **11**

(ii) **PART – D (ONLY FOR THE POST OF COMPUTER OPERATOR): (MAXIMUM MARKS: 75)**

   The Written Examination will consist of **75** multiple choice questions (objective type) in OMR Answer Sheets. Each question will carry one mark. Duration: **90** minutes. (Minimum qualifying marks: **24**).

(**Syllabus**: Computer Applications (Diploma Standard): Fundamentals of Computer, Computer organization, Basics of operating system, Word Processor, working with spreadsheets, working with Power Point, working with access, computer communication, basic trouble shooting, working with external devices etc.)

Note:

➤ The candidates applying only for the post of Typist, should answer only Parts 'A', 'B' and 'C' of the question paper, i.e. for 75 Marks and shall secure minimum qualifying marks in each part of the question paper viz. Parts A, B and C separately.

➤ **The candidates applying only for the Post of Computer Operator, or for both the Posts viz., Typist and Computer Operator, should answer Parts 'A', 'B', 'C' and 'D' of the question paper i.e. for 150 Marks and shall secure minimum qualifying marks in each part of the question paper, viz. Parts A, B, C and D separately.**

➤ The questions in Part - C of the question paper will be bi-lingual i.e. both in English and Tamil. In case of any inconsistency between English and Tamil versions of the questions, the English version will prevail over the Tamil version.

➤ The questions in part –D of the question paper will be in English only.

➤ The candidates for Skill Test will be shortlisted, based on merit in the written examination, at a ratio not exceeding 10 times the number of vacancies or as may be decided by the Hon'ble High Court, following the rule of reservation. However, in each reservation group, all the candidates, who secure the same mark as that of the cut-off mark for their reservation group, in the written examination, will be admitted to the Skill Test. Therefore, mere securing the

minimum qualifying marks in the Written Examination will not confer any right on the candidate to get qualified for the Skill Test.

➤ Any representation from candidates for changing the dates of examination / selection process, change of examination centre, for relaxation of conditions mentioned in the advertisement or exam related direction or guidelines or minimum marks or qualification / requirement etc. or for revaluation / re-totalling will not be entertained, under any circumstances.

(B) SKILL TEST:

(i) FOR THE POST OF COMPUTER OPERATOR:

(a) Computer Aided Test –Maximum Marks: **75**. Duration: **90** Minutes. (Minimum Qualifying Marks: **34**)

(The knowledge of the candidates will be tested on computers practically in : Windows and Linux, Libre Open Office, Microsoft Office (Word, Excel and Power Point), Basic knowledge in Computer, Computer peripherals, Trouble shooting, Installation and best practices, Internet Technology, Data Entry, DTP Works, Using Utility and Application Software, MS Access, File Uploading and Downloading)

(b) Typing Test:

1. English Typewriting Test (45 words per minute). Duration **10** minutes. Maximum marks: **100**. Minimum Qualifying Marks: **45**.

2. Tamil Typewriting Test (45 words per minute). Duration **10** minutes. Maximum marks: **100**. Minimum Qualifying Marks: **45**.

Note: Candidates typewriting skill will be tested only on computers in the High Court premises at the principal seat at Chennai or as may be decided by the High Court. Computers will be provided by the High Court. No typewriters will be provided / permitted. For Tamil typewriting test on computers, only 'MCL BHARATHI' font is permitted. Therefore, candidates are advised to practice Tamil typewriting only in MCL BHARATHI font for their convenience in the skill test.

(ii) FOR THE POST OF TYPIST:

(a) Basic Computer Skill Test: Maximum Marks:**75**. Duration: **90** Minutes. Minimum Qualifying Marks: **34**.

(The knowledge of the candidates will be tested on computers practically in their Basic knowledge in Computers, Wipro Open Office, Microsoft Office –Word, Excel, Power Point, DTP works etc.)

(b)Typing Test:
1. English Typewriting Test (45 words per minute). Duration: **10** minutes. Maximum marks:**100.** Minimum Qualifying Marks: **45**
2. Tamil Typewriting Test (45 words per minute). Duration: **10** minutes. Maximum marks:**100.** Minimum Qualifying Marks: **45**

Note: Candidates typewriting skill will be tested only on computers in the High Court premises at the principal seat at Chennai or as may be decided by the High Court. Computers will be provided by the High Court. No typewriters will be provided / permitted. For Tamil typewriting test on computers, only 'MCL BHARATHI' font is permitted. Therefore, candidates are advised to practice Tamil typewriting only in MCL BHARATHI font for their convenience in the skill test.

(C)   ORAL TEST: (Maximum Marks: 15. Minimum qualifying marks: 5):-

➤ For Oral Test, the candidates will be shortlisted, as per merit, based on the combined marks secured by them in the Written Examination and Skill Test in the ratio of 1:2 or 1:3 or such number as may be decided by the Hon'ble High Court with reference to the number of vacancies, from and out of the qualified candidates in the Written Examination and Skill Test, following the rule of reservation for each post separately.
➤ The object of oral test is to assess the suitability of the candidates, by judging their mental alertness, skills, attitude, ethics, character, communication skill etc.

7. METHOD OF EVALUATION OF TYPING TEST:
Evaluation of Typing Test papers will be done as per the scheme of valuation for Typewriting issued by the Directorate of Technical Education, Tamil Nadu.

8. PREPARATION OF SELECTION LIST:
Selection of candidates will be made on the basis of combined marks secured by the candidates in the written examination, skill Test and the Oral Test, as per merit by following the Rule of reservation, for each post separately.

9. PLACE OF POSTING:
The selected candidates will be posted either in the Principal Seat at Madras or at Madurai Bench of the Madras High Court or Tamil Nadu State Judicial Academy, Chennai or Regional Centre of Tamil Nadu State Judicial Academy at Coimbatore or Madurai and are also liable to be transferred from one place to another at any time, depending on the administrative needs and exigencies.

10. EXAMINATION CENTRES:

(a) The Written Examination will be held at Chennai and/or any other place as may be decided by the Madras High Court. Request for change of venue will not be entertained under any circumstances.

(b) The Skill Test and the Oral Test will be held at Chennai and the dates of the same will be intimated to the eligible candidates in due course after written examination by Notification in the recruitment portal of the High Court, Madras.

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

HIGH COURT, MADRAS   **C. KUMARAPPAN**
DATED: 01/07/2019   **REGISTRAR GENERAL**

ANNEXURE TO NOTIFICATION NO.126/2019

DISTRIBUTION OF VACANCIES FOR THE POST OF COMPUTER OPERATOR

Sl.No.	Category	No. of vacancies
1	GT	12
2	GT (EX-SER)	1
3	GT (PSTM)	3
4	GT (W)	5
5	GT (W)(DW)	1
6	GT (W) (PSTM)	1
7	BC (Other than Backward Class Muslim)	11
8	BC (Other than Backward Class Muslim) (EX-SER)	1
9	BC (Other than Backward Class Muslim) (PSTM)	2
10	BC (Other than Backward Class Muslim) (W)	4
11	BC (Other than Backward Class Muslim) (W)(DW)	1
12	BC (Other than Backward Class Muslim) (W)(PSTM)	1
13	BC (Other than Backward Class Muslim) **(Blindness & Low Vision)**	1
14	BC(M)	1
15	BC(M)(W)	1
16	MBC/DC	7
17	MBC/DC (EX-SER)	1
18	MBC/DC (PSTM)	2
19	MBC/DC(W)	2
20	MBC/DC(W)(DW)	1
21	MBC/DC(W) (PSTM)	1
22	MBC/DC **(Deaf and Hard of Hearing)**	1
23	SC	5
24	SC (PSTM)	2
25	SC(W)	3
26	SC(W) (PSTM)	1
27	SC **(Locomotor disability including cerebral palsy, Leprosy cured, dwarfism, Acid attack victims and Muscular Dystrophy)**	1
28	SC (A)	2
29	ST	1
	TOTAL	76

DISTRIBUTION OF VACANCIES FOR THE POST OF **TYPIST**

Sl. No.	Category	No. of vacancies
1	GT	35
2	GT (EX-SER)	2
3	GT (EX-SER) PSTM	1
4	GT (PSTM)	9
5	GT (W)	15
6	GT (W) (PSTM)	4
7	GT (W)(DW)	1
8	GT (W) (DW) PSTM	1
9	GT **(Autism, Intellectual disability, specific Learning disability Mental illness / Multiple disability)**	1
10	GT **(Deaf and Hard of Hearing)**	1
11	GT **(Locomotor disability including cerebral palsy, Leprosy cured, dwarfism, Acid attack victims and Muscular Dystrophy)**	1
12	BC (Other than Backward Class Muslim)	30
13	BC (Other than Backward Class Muslim) (EX-SER)	3
14	BC (Other than Backward Class Muslim) (PSTM)	8
15	BC (Other than Backward Class Muslim) (W)	13
16	BC (Other than Backward Class Muslim) (W)(PSTM)	4
17	BC (Other than Backward Class Muslim) (W)(DW)	1
18	BC (Other than Backward Class Muslim) (W)(DW) (PSTM)	1
19	BC (Other than Backward Class Muslim) **(Deaf and Hard of Hearing)**	1
20	BC (Other than Backward Class Muslim) **(Locomotor disability including cerebral palsy, Leprosy cured, dwarfism, Acid attack victims and Muscular Dystrophy)**	1
21	BC(M)	2
22	BC(M) (EX-SER)	1
23	BC(M) (PSTM)	1
24	BC(M)(W)	1
25	BC(M) (W) (PSTM)	1
26	BC (M) **(Locomotor disability including cerebral palsy, Leprosy cured, dwarfism, Acid attack victims and Muscular Dystrophy)**	1
27	MBC/DC	23
28	MBC / DC (EX-SER)	2
29	MBC / DC (EX-SER) (PSTM)	1
30	MBC/DC (PSTM)	6
31	MBC/DC(W)	9
32	MBC/DC (W) (DW) (PSTM)	1
33	MBC/DC(W) (PSTM)	2
34	MBC/DC **(Autism, Intellectual disability, specific Learning disability Mental illness / Multiple disability)**	1
35	SC	16
36	SC (EX-SER)	1
37	SC (EX-SER) (PSTM)	1
38	SC (PSTM)	4
39	SC(W)	7
40	SC (W) (DW) (PSTM)	1

Sl. No.	Category	No. of vacancies
41	SC(W) (PSTM)	2
42	SC **(Blindness and Low Vision)**	1
43	SC **(Deaf and Hard of Hearing)**	1
44	SC (A)	2
45	SC(A) (PSTM)	1
46	SC (A) (EX-SER) (PSTM)	1
47	SC (A) (W)	2
48	SC(A) **(Blindness and Low Vision)**	1
49	ST	2
50	ST (W) (DW) (PSTM)	1
	TOTAL	**229**