



**COMMON INSTRUCTIONS TO CANDIDATES**  
**APPLYING FOR THE POSTS OF (i) TYPIST**  
**(ii) TELEPHONE OPERATOR (iii) CASHIER AND**  
**(iv) XEROX OPERATOR**  
**IN THE MADRAS HIGH COURT SERVICE**  
**(Notification No.2/2024 dated 15/01/2024)**

**1. ELIGIBILITY**

- (a) The applicant must be a citizen of India.
- (b) The conduct, character and antecedents of the applicant must be good and suitable in all respects for appointment to the service. The applicant must produce a certificate of character and conduct from two responsible persons not related to him, in the format prescribed in **Annexure-A**. The said certificate should be obtained only after the date of publication of the Notification. The persons certifying shall be residing/working in the locality where the candidate resides/works and are well acquainted with the applicant in his/her personal life.

**Note:**— The persons certifying need not be a Gazetted Officer or a Government Servant or a Judicial Officer.

- (c) The applicant must be a person of sound health and clean habits. No person will be appointed as a member of the Service unless he/she is in good mental and physical health except a person who is claiming reservation under 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT', 2016.

**2. DISQUALIFICATION FOR APPOINTMENT:**

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

- (a) Unless he/she satisfies –
- (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)
- (b) If he/she was dismissed or removed on stigmatic termination of service by Central Government or High Court or any State Government or Statutory or Local authority or from any employment (or)

- (c) If a candidate after being selected in any service, has been discharged/removed from such service or convicted/acquitted/discharged of any offence or if a candidate who is or has been temporarily or permanently debarred or disqualified by the High Court or the Union Public Service Commission or any State Public Service Commission or any other Recruitment Agency, Board or Commission, from appearing for examinations/interviews or selections conducted by it, which in the opinion of the High Court not suitable for appointment (or)
- (d) If any disciplinary proceedings initiated or penalty or punishment has been imposed or contemplated by any Disciplinary authority or Court, which in the opinion of the Hon'ble High Court, renders him/her unsuitable for appointment in High Court Services (or)
- (e) If, he/she influences or attempts to influence, or obtains or attempts to obtain, any favour in any form at any stage of selection process (or) through any person of influence or officers of Government / High Court, will also disqualify him/her from appointment (or)
- (f) If impersonates by or for the candidate (or)
- (g) If makes or submits any forged document in support of his/her candidature (or)
- (h) If he/she conceals any material information or provides any false information at any stage of selection process (or)
- (i) If he/she uses or attempts to use, improper or illegal means, either for purpose of being permitted to appear in examination or at any stage of examination, in examination room/hall (or)
- (j) If he/she, during examination, harasses or threatens or uses un-parliamentary words or causes physical injury to or misbehaves with, any Officer or employee engaged there or any candidate (or)
- (k) If he/she, disobeys any directions relating to examination including oral directions by the invigilator or observer or any other officer or employee engaged for conducting examination.

### **3. RESERVATION IN APPOINTMENT:**

- a) Subject to the provisions of the Madras High Court Service Rules, 2015, the rule of Reservation followed in the State of Tamil Nadu will be applicable.
- b) The Persons belonging to the State of Tamil Nadu / Union Territory of Puducherry and belonging to one of the communities viz., Scheduled Castes or Scheduled Caste (Arunthathiar) 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 Territory of

Puducherry) will be treated only as 'Unreserved Category', even though they may belong to one of the reserved communities in their respective States or Union Territories. Therefore, they cannot seek either age relaxation or reservation in appointment or fee concession under any circumstances. They are required to fill up their category as "Unreserved Category (UR)" in the application form and can compete only under "Unreserved Category (UR)", by paying requisite fee. Applications of other State / other Union Territory candidates i.e. except the State of Tamil Nadu and Union Territory of Puducherry, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred (if they have completed 32 years of age as on 1.7.2024) will summarily be rejected and no correspondence in this regard will be entertained. (Scheduled caste – Arunthathiyar means the castes: Arunthathiyar, Chakkiliyan, Madari, Madiga, Pagadai, Thoti and Adi Andhra)

- c) No special age relaxation is applicable for Destitute Widow.
- d) The term '**Destitute Widow**' used in the Notification shall mean a widow whose total monthly income from all sources shall not be more than Rs.4,000/- (Rupees Four Thousand Only) including any family pension or other receipts including income from private practice in the case of professionals, but shall not include a divorcee.

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

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

- e) On selection, the candidate claiming reservation under the Differently Abled Category, should submit a Certificate from the Medical Officer of a Government Hospital, specifying the nature of physical handicap and further certify that his/her physical handicap is not one which could render the applicant incapable of efficiently discharging his/her duties as "**(i) Typist, (ii) Telephone Operator, (iii) Cashier and (iv) Xerox Operator**" and also

satisfy the High Court that his/her disability will not affect the effective functioning of the duties of the said posts.

- 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 posts [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 produce a certificate/s in the Form Specified in **Annexure –D**, from 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<sup>st</sup> 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) The 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) The third gender candidates, who identify themselves as “Male” or “Third Gender”, will be considered against the 70% reservation for General category (both Men & Women) as the case may be.

- n) The 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. Filling up of Application

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

1. E-mail ID
2. Mobile No.
3. Name (Initial and Name as in the Secondary School Leaving Certificate - SSLC)
4. Create Password
5. Retype Password and
6. Enter Captcha Code

After entering all the details, the applicants shall click on “SUBMIT”; a link will be sent to the applicants registered E-mail ID for activation. The applicants shall click on the said link and activate the same. Once activated, the applicants can login to apply by using his/her E-mail ID as the User ID and the Password created by him/her during registration.

#### **NOTE:-**

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

- (iv) The High Court of Madras will not be responsible in any manner, for non delivery of SMS at any stage either due to non-lifting of the mobile phone or if the same is out of coverage area or is out of order due to some technical fault on the part of the candidate or service provider.
- (v) It will be the responsibility of the candidate to update himself/herself by visiting the Recruitment Portal of the Madras High Court <https://www.mhc.tn.gov.in> periodically for any important announcement.
- (vi) The High Court of Madras will not be responsible in case of any communication not reaching the candidate due to defect in given mobile number.

### **B. Steps for Applying:**

1. After Registration, the applicants shall login with the User ID and Password created by the applicants.
  2. The online application form consists of 5 Steps.
  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.
- (i) **Step One (Personal Information):** The applicants shall fill-in their personal information as required in the application form. They shall upload their scanned copy of passport size photograph of high contrast (**i.e. not more than three months old from the date of publication of the notification**) and their full signature. After submitting the personal information, the applicants shall select the “SAVE/NEXT STEP” button to proceed to Step-2.

**Note:-**

**Photograph, shall be in JPEG format in size between 20 KB and 50 KB with dimensions of 230 pixels and 200 pixels, height and width respectively. Signature, shall be in JPEG format with size less than 20 KB with dimensions of 60 pixels and 140 pixels, height and width respectively.**

- (ii) **Step Two (Educational Qualification Details):** The applicants shall fill the particulars relating to Educational Qualification as required in the application form. After submitting the required particulars, the applicants shall select the “SAVE/NEXT STEP” button and proceed to Step-3.

- (iii) **Step Three (Additional Information):** The applicants shall fill the Additional information as required in the application form. They shall upload their scanned copies of Educational Qualification and other particulars in PDF file format. After submitting the requisite particulars, they shall select the “SAVE/NEXT STEP” button and proceed to Step-4.

**Note:-**

**Educational qualification (SSLC or its equivalent, HSC or its equivalent and Degree Certificate / Provisional Certificate) shall be scanned and uploaded as a single PDF file of size below 2 MB and other scanned copies shall be in size below 200 KB.**

**The applicants shall upload the following relevant documents:**

1. Educational / Technical qualification – SSLC or its equivalent, HSC or its equivalent, Degree Certificate / Provisional Degree Certificate, etc.,
  2. Proof for Date of Birth and Age (Birth Certificate / SSLC / Transfer Certificate, etc.,)
  3. Address and Photo ID Proof (Aadhaar Card, Driving Licence, etc.,)
  4. Community Certificate, if applicable.
  5. Person with Disability Certificate, if applicable.
  6. Character and Conduct Certificate (Annexure – A).
  7. No Objection Certificate (Annexure – B ) issued by the Head of Department / Appointing Authority, if applicable
  8. Destitute Widow Certificate (Annexure – C), if applicable.
  9. Persons Studied in Tamil Medium (PSTM) certificate (Annexure – D), if applicable.
- (iv) **Step Four (Declaration):** The applicants shall fill 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.
- (v) **Step Five (Confirm Your Details):** All the details submitted by the applicants from Step-1 to Step-4 will appear on the screen as preview. The applicants shall carefully peruse the details furnished by them and confirm the same by selecting the “SUBMIT” button.

Before submitting, the applicants shall ensure all the details furnished from Step-1 to Step-5 are correct. If the applicants find it necessary to make any

correction or modification in the details furnished previously, the applicants shall click the **“PREVIOUS STEP”** button and make necessary modification.

When the applicants select the **“SUBMIT”** button, a pop up dialog box will appear stating that, **“Once the Application is submitted it cannot be modified again.”** If the applicants want to edit the information provided by them, they shall select the **“CLOSE”** option to cancel and go back to the previous steps or select **“OK”** to submit the application.

**Note: -**

- (i) The candidates, who wish to peruse and take printout of their filled-in application form, shall select the “view” option and download their application in PDF form.
- (ii) The candidates need not send the print out of the application form to the undersigned or to the High Court.
- (iii) All the particulars mentioned in the online application including name of the candidate, 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, candidates are requested to fill the online application form with utmost care and caution as no correspondence regarding change of details will be entertained.

**5. PAYMENT DETAILS:**

After successful completion of online application, the applicants shall select the **“Download Challan”** option. A challan containing the required details of the applicants will be generated automatically. The applicants shall take the printout of the challan and shall make the payment, by following the procedure mentioned in ‘Mode of Payment of examination fees’ below.

After submission of application, the applicants shall take printout of ‘Challan’ that is generated and remit the requisite fee along with service charges levied by the **“Indian Bank”** before the last date prescribed for remittance of fee, at any branch of Indian Bank. The branch concerned will retain the Bank Copy of the ‘Challan’ and return the **“Applicant Copy and High Court’s Copy”** to the applicants, which shall be retained by the applicants and cited for all future references/disputes regarding the payment of fee and produce the same as and when required.



After making payment, the applicants shall select the Upload challan option and fill the particulars of the challan and upload the **High Court's copy** (in JPEG format) (**size: below 150 KB**) to complete the process. On completion, a message will appear on the screen that **“The application has been successfully submitted”**.

**Note:-**

- (i) Failure to pay the fee prescribed within the time stipulated will result in outright rejection of application and no correspondence in this regard is entertained.
- (ii) If the candidate 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.
- (iii) No other mode of payment of fee, like Demand Draft/Postal Order/Cheque/NEFT/RTGS or any other mode of online / Offline payment will be entertained and those applications will summarily be rejected.
- (iv) Fees once paid, will not be refunded or adjusted towards any other recruitment under any circumstances.

**6. OTHER IMPORTANT INSTRUCTIONS:-**

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

- f. The schedule of recruitment process may be subject to a change on account of any unforeseen event beyond the control of the High Court and such change will be notified in the Official website. No complaint/ grievance from the candidates will be entertained or heard by the High Court in case of non-appearance of the candidates for the Common written examination /Skill Test /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 select / wait list without any notice, if it is found that any information supplied by him/her in the application form is false / incorrect / wrong.
- h. If a candidate in the select list fails to join duty within the period stated in the appointment order, his/her name will be removed from the select list and no correspondence in this regard will be entertained.
- i. Eligibility of a candidate, who is to be called for viva-voce, shall be finally decided after scrutiny and verification of documents/ testimonials produced. Therefore, mere requiring the candidate to appear for certificate verification, does not confer on him/her any right to participate in the viva-voce.
- j. Applicants are advised in their own interest to apply Online well in advance. Applicants shall ensure that they fulfill all requisite eligibility criteria on the date of notification before applying for the post. The educational/technical qualification obtained subsequent to the date of notification will not be considered. Therefore, applicants, who are awaiting the result of the required educational / technical qualification on the date of notification, need not apply.
- k. High Court does not assume any responsibility for the applicants not being able to submit their Applications within the last date, for any reason.
- l. 'SMS' alerts for the Common Written test / Skill Test / Viva-voce, will be notified to the registered mobile number of the Applicants. Therefore, the candidates are required to furnish correct mobile number and keep it active so as to receive the SMS alerts. High Court of Madras will not be responsible for any technical problems arising in this regard.
- m. Applicants should take care to upload recent photograph of good quality in the application in the required size. If the applicants cannot be identified from the photograph uploaded by them, they will not be allowed to write the examination.
- n. Hall Tickets for Common written examination/Skill Test/ 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 one week prior to the date of the Examination / Skill Test / Viva-voce. 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 High Court immediately by email for rectification. The candidates only to whom the hall tickets have been issued by the High Court will be allowed into the Examination hall.

- o. The admission of a candidate to participate in the recruitment process, at all stages, is purely provisional. The decision of the High Court of Madras in respect of all matters pertaining to this Recruitment Process, as to the eligibility or otherwise of a candidate for admission to the Common Written Examination/ Skill Test/ Viva–Voce is final.
- p. If any dispute or question arises relating to the disqualification / suitability of the candidates or interpretation of the Rules, the decision of the High Court of Madras, in that regard is final.
- q. No scribe / attendant will be provided/allowed to assist the Differently Abled candidates in the Common Written Examination.
- r. Any subsequent claim made, after the submission of online application, regarding any of the details submitted in the application, including educational & technical qualification will not be entertained. Evidence for all claims made in the online application should be uploaded/submitted, in time, whenever called for. Failure to upload/submit the documents within the stipulated time limit will entail rejection of candidature at any stage of selection, without any further intimation to the candidates.
- s. **The candidate shall furnish correct and true information regarding:**
  - (i) Arrest, facing criminal proceedings, charges, convictions, details such as named or described but name not specifically mentioned in FIR, Accused in private complaints, dropped from charges /proceedings or quashed by any Court of law, discharged from criminal proceedings.
  - (ii) Debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated / contemplated, pending or finalized, participation in agitation or affiliated to any Political Organization.
  - (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 Government Order dropping further action in departmental proceedings or any document that may prove the suitability of such applicants for a Government appointment, must be produced at the stage / time of certificate verification without fail.
  - (v) All information that relates to the suitability of the applicants for the appointment, which arises after the submission of application and till the date of his /her selection and appointment, shall be reported to the High Court in writing then and there.
- t. Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / eligibility / age / communal categories / educational and technical qualifications / reservation on priority basis/ physical disability will be liable for rejection at any stage of selection process, without any intimation to the candidates. The candidate will also be

debarred from appearing for all future examinations and selections conducted by the Madras High Court. If the suppression or false claim is noted subsequently, the selection of the candidate concerned will be declared invalid.

- u. Whenever called for, the applicants shall submit their original documents, in proof of their educational, technical qualifications etc.
- v. If no suitable or qualified women candidates are available for selection against the vacancies reserved for them, those vacancies shall be filled by other male eligible candidates belonging to the respective communal categories.
- w. Whenever vacancies are reserved for Arunthathiyars on preferential basis, even after filling up of the vacancies reserved for SC (Arunthathiyars), if more number of qualified Arunthathiyars are available, they shall be entitled to compete for the seats reserved for scheduled castes candidates and if any posts reserved for Arunthathiyars remain unfilled for want of adequate numbers of qualified candidates, it will be filled up by other scheduled castes candidates.
- x. The applicants who are 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 upload the same at the time of applying. Failure to upload the ‘**No Objection Certificate**’, will lead to rejection of their application. However, such candidates need not submit their applications through proper channel and they can submit their online applications directly.

**Note:**-Persons, who get employment after the submission of their applications and before the receipt of intimation admitting them to the certificate Verification/ Viva-voce / requiring to produce original documents for verification, should also produce the ‘No Objection Certificate’.

## **7. GENERAL INSTRUCTIONS TO CANDIDATES WHILE ATTENDING COMMON WRITTEN EXAMINATION:**

- (a) Candidates have to be decently dressed and should reach the Examination hall 30 minutes before the commencement of Examination with the Hall Tickets. On no account, candidates will be allowed inside the examination hall 30 minutes after the commencement of examination.
- (b) Candidates shall appear for the examination in the venue mentioned in the Hall Ticket. Change of venue will not be permitted.
- (c) Candidates shall show the Hall Ticket to the Invigilator / Chief Invigilator/Inspection authorities at the examination centre, on demand, for verification.
- (d) Candidates shall maintain strict discipline in the examination venue. Candidates found smoking or inebriated or found to have entered into quarrel

of any kind, or misbehaved with the Chief Invigilator or with the inspection Authorities or with the Invigilator or with any other applicant who attended the examination in the Examination venue, are liable for severe action including appropriate criminal action.

- (e) Candidates are not allowed to bring cellular phone, calculators, watches and rings, or any device with Inbuilt Memory Notes or any other electronic devices and non-electronic devices such as P&G Design Data Book, books, notes, hand bags and recording devices either as separate piece or part of something used by the applicant such as watch or ring etc., to the examination hall / room on the date of examination and they will be permitted to take only the permitted writing material (i.e pen).
- (f) If they are found to be in possession of any of the above specified things or instruments, they will not be allowed to write the examination, besides invalidation of answer paper and / or debarment. If it is considered necessary, they will be subjected to thorough physical search including frisking on the spot.
- (g) Candidates are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangements for safekeeping cannot be assured.
- (h) Tea, Coffee, snacks, soft drinks etc., will not be allowed inside the examination venue.
- (i) Candidates should always sit in the seat allotted to them as per their Registration Number and must not change it and they shall adhere to the instructions given for filling up of answer sheets. Before filling up the details, they should check the answer sheets / answer books to see whether it is printed properly and not damaged. If Answer Sheet/Answer Book is defective in any way, the candidates should immediately inform the Invigilator, before filling up the candidate's particulars and the Invigilator will replace it. No answer sheet / answer book will be replaced, once a candidate has commenced writing.
- (j) The candidate will be supplied with Question Booklet 10 minutes before commencement of the Examination. Before writing or shading the answer, candidate should ensure that all the questions are there in seriatim without any omission and there are no blank pages in Question Booklet. Correct Booklet Series number which is used by the applicant should be written in OMR Answer Sheet. If any defect is noticed in the Question Booklet or OMR Sheet after the commencement of Examination, it will not be replaced.
- (k) Candidates should carry only Ball Point Pen (Blue or Black) and Hall Ticket inside the examination Hall. Other materials are not allowed into the examination hall.

- (l) Candidates must write their Registration Number in the space provided in the Question Booklet.
- (m) Candidates should not remove or tear off any sheet from the Question Booklet and they are not allowed to take the Question Booklet and the Answer Sheet out of the Examination Hall during the time of examination. Candidates would be permitted to take the Question Booklet only after the Examination is completed.
- (n) Personalized OMR Answer Sheet of the candidates will be supplied by the Room Invigilator for answering the Questions. Candidates must shade their Question Booklet number and question booklet series in the space provided, without fail, with Blue or Black ink Ball point pen only.
- (o) The Optical Mark Reader (OMR) Answer sheet should be handled carefully by the candidates. They are advised not to fold, wrinkle, damage or tear OMR sheet under any circumstances. Further, the candidates are advised not to scribble or make any marks in the OMR sheet except for marking the answers at the appropriate place. Moreover, candidates are advised to fill up information and 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) If any wrong entry is made while filling up/shading the Question Booklet Numbers/Series, Penalty of marks will be awarded as the Madras High Court deems fit.
- (q) Candidate must affix his/her signature in the box provided in the OMR Answer Sheet.
- (r) Candidates must ensure that they return the OMR Answer Sheet to the Invigilator before leaving the Examination Hall after examination.
- (s) In case of any ambiguity with respect to shading of bubbles, the decision of the Madras High Court is final.
- (t) 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.
- (u) Applicants should shade the answer field (answer bubble) of OMR answer sheet completely, otherwise the answer will not be validated.
- (v) The answer sheet will be invalidated if the box for 'Question Booklet Series' is not shaded or incorrectly shaded in the OMR answer sheet and could not be identified even by physical verification of the answer sheet.
- (w) Borrowing of any material, instruments from other candidates during the Examination session is strictly prohibited.

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

## **8. EQUIVALENT QUALIFICATIONS:**

The available Tamil Nadu Government Orders with regard to equivalence / non-equivalence of various educational / technical qualifications are made available in the Recruitment Portal of the Madras High Court. Therefore, in case of any doubt,

the candidates are advised to go through the said Government Orders or any other relevant Tamil Nadu Government Order and while applying, should furnish the details of Equivalence of Educational / Technical Qualification declared in the form of Government Orders issued on or before the date of this Notification and produce the same, whenever called for. The Government Orders issued regarding Equivalence of prescribed qualification after the date of this Notification will not be accepted. The claims of the applicants, without submitting the supporting Government Order with regard to equivalence of their educational / technical qualification, will not be entertained under any circumstances.

**9. INFORMATION UNDER RIGHT TO INFORMATION ACT AND 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 and Answer Key for Descriptive Type Examination and Skill Test will not be provided.
- (c) No candidate will be permitted to peruse/obtain copies of the answer sheets of the Written Examination / Skill Test, 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) Key answers intended for valuation for the written examination will be published in the Recruitment Portal of the High Court after completion of the Examination.
- (f) Marks secured by the candidates in the Skill Test and Oral Test 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 High Court/Judiciary 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 candidate selected for appointment to the post will be required to produce a certificate of physical fitness from the competent authority, namely from Assistants 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. Grievance redressal Cell for guidance of candidates:** In case of any guidance / information / clarification regarding filling up of online application, candidates can contact the High Court of Madras at Telephone No.044-25330161 on all working days between 10.00 a.m. and 05.45 p.m. or through email to recruitment.mhc@gov.in.

**HIGH COURT, MADRAS  
DATED:15/01/2024**

**M. JOTHIRAMAN  
REGISTRAR GENERAL**

**ANNEXURE – A**  
**CHARACTER AND CONDUCT CERTIFICATE**

This is to certify that Mr./Mrs./Ms. \_\_\_\_\_, Son/Daughter/Wife  
of \_\_\_\_\_, residing  
at \_\_\_\_\_  
\_\_\_\_\_, who is  
applying for the post of \_\_\_\_\_ in the  
Madras High Court Service, as specified in the Madras High Court's Notification No.  
/2024, dated / 2024, is well known to me for the past \_\_\_\_\_ years and his/her  
character and conduct are good.

Date : / /  
certifying.  
Place:

Signature of the Person

**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 a :  
probationer or an unapproved  
probationer or a full member
- 4. Period of Employment From To  
Endorsement:  
Date:

(a) I have no objection to the applicant’s application being considered for the

post of / recruitment of ..... conducted by  
Madras High Court.

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

”

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

PLACE : NAME AND SIGNATURE OF HEAD OF THE  
DEPARTMENT/APPOINTING AUTHORITY  
DESIGNATION

OFFICE SEAL & DATE:

**ANNEXURE – C****DESTITUTE WIDOW CERTIFICATE**

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

(g) Total :

10. Whether living alone or living with her husband's parents/in-laws/parents/brother (s) :

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

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

Certificate Reference No.:

Signature :

Place:

Name :

Date:

Designation  
and Seal:

*(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 - D**

*(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 Degree standard.
- "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].