



## HIGH COURT, MADRAS

### COMMON INSTRUCTIONS TO THE CANDIDATES APPLYING FOR THE POSTS OF (1) SENIOR GRADE STENOGRAPHER, (2) JUNIOR GRADE STENOGRAPHER, (3) TRANSLATOR/INTERPRETER, 4) JUNIOR CLERK, (5) TYPIST, (6) DRIVER AND (7) MULTI TASKING STAFF (GENERAL) IN THE PUDUCHERRY JUDICIAL SUBORDINATE SERVICE

**(Notification No. 50/2024, dated 24.03.2024)**

#### **1. ELIGIBILITY:**

(a)	The applicant must be a citizen of India and a resident/native of the Union Territory of Puducherry. <b>The applicants, who are natives of Union Territory of Puducherry and residents by continuous residence for the last 5 years immediately preceding the date of Notification alone, are eligible to apply for the post/s.</b>
(b)	The conduct, character and antecedents of the applicant must be good and suitable in all respects for appointment to the service.
(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 eligible for appointment and to 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 he 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 Judicial Department, Puducherry or 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 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 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 the purpose of being permitted to selection process or at any stage of examination (or) in examination room/hall (or)
(j)	If he/she, during examination, harasses or threatens or uses unparliamentary 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 Puducherry Judicial Subordinate Service Rules, 1979, the Rule of Reservation followed in the Union Territory of Puducherry will be applicable.
(b)	The Persons belonging to the Union Territory of Puducherry and belonging to one of the communities viz., Scheduled Caste or Scheduled Tribe or Most Backward Classes or Other Backward Classes or Backward Classes Muslims or Economically Backward Classes or Economically Weaker Sections or Backward Tribe as the case may be, will alone be treated as belonging to the respective communities. <b>Applications of other State/Union Territory candidates (i.e., except the Union Territory of Puducherry) and who are age barred will be summarily rejected</b> and no correspondence in this regard will be entertained.

(c)	<p><u>‘Ex-servicemen’ means-</u> any person, who had served in any rank whether as combatant or non-combatant in the Armed Forces i.e., Army, Navy and Air Force of the Indian Union, and</p> <ul style="list-style-type: none"> <li>i. who has been either retired or discharged from such service whether at his own request or being relieved by the employer after earning his pension; or</li> <li>ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or</li> <li>iii. who has been released from such service as a result of reduction in establishment;</li> </ul> <p style="text-align: center;">or</p> <p>who has been released from such service after completing the specific period of engagement, otherwise than at his own request, by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;</p> <p style="text-align: center;">or</p> <p>Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;</p> <p style="text-align: center;">or</p> <p>Personnel, who were on deputation in Army Postal Service for more than six months prior to 14<sup>th</sup> April, 1987;</p> <p style="text-align: center;">or</p> <p>Gallantry award winners of the Armed Forces including personnel of Territorial Army;</p> <p style="text-align: center;">or</p> <p>Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.</p> <ul style="list-style-type: none"> <li>iv. A Matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service with the Armed Forces of the Union shall be considered eligible for appointment to the reserved vacancies for Ex-servicemen in Group “C” posts. Thus, those non-graduate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications or would not complete 15 years of service within one year from the</li> </ul>
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	<p>closing date of receipt of applications are not eligible to apply for this examination. Such Ex-servicemen candidates are not eligible for Group “B” posts.</p> <p><b>AGE RELAXATION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN. THEREFORE, SUCH CANDIDATES SHOULD NOT INDICATE THEIR CATEGORY AS EX-SERVICEMEN.</b></p>
(d)	<p><u>WIDOWS/DIVORCED WOMEN/WOMEN JUDICIALLY SEPARATED FROM THEIR HUSBANDS AND WHO ARE NOT REMARRIED</u></p> <p>The applicants who apply against the reservation provided for Widows/Divorced Women/ Women judicially separated from their husbands and who are not remarried, should necessarily submit a Certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar to the effect that they are not remarried to the Court order issued in this regard, on the date of Notification.</p>
(e)	<p>“Person with Disability” means a person with not less than forty percent (40%) 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 Persons with Disabilities 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 is not one which could render the applicant incapable of efficiently discharging his/her duties.</p>
(f)	<p>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. However, such candidates can avail the benefit of reservation as Ex-servicemen for subsequent employment if he immediately after joining civil employment, gives self-declaration/ undertaking to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the O.M. No.36034/1/2014-Estt(Res) dated 14.08.2014 issued by DoP&amp;T.</p>
(g)	<p>The applicants who apply against the reservation provided for Economically Weaker Section, should necessarily submit a certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar as per proforma at Annexure-IV.</p>

#### 4. NATIVITY / RESIDENCE:

Candidates who are natives of Union Territory of Puducherry and residents by continuous residence in the Union Territory for the last 5 years immediately preceding the last date of Notification alone are eligible to apply for the post/s. The applicants should furnish the fresh Nativity/Residence Certificate certifying the continuous residence of five years issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar within **72 hours of intimation** to produce the requisite certificates. He/ she shall not be entitled to any further extension of time to produce the same and his / her claim based on such document shall not be entertained. The Certificate should have been issued within one year prior to the last date of application for this recruitment.

#### 5. COMMUNITY CERTIFICATE:

The applicants should submit a fresh Community Certificate for MBC/SC/OBC/EBC/BCM/EWS/ST/BT obtained in the prescribed form issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar within **72 hours of intimation** to produce the requisite certificates. He/ she shall not be entitled for any further extension of time to produce the same and his / her claim based on such document shall not be entertained. The Certificate should have been issued within one year prior to the last date of application for this recruitment. Candidates selected under SC quota should furnish Community Certificate issued under “**The Constitution (Puducherry) Scheduled Castes Order, 1964**” and “**The Constitution (Puducherry) Scheduled Castes Order, 2002**” in respect of “**Puthirai Vannan**”.

A person claiming reservation under MBC/OBC/EBC/BCM/BT category must ensure that he/she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.

#### 6. INSTRUCTIONS TO PERSONS WITH DISABILITY (PwD):

The applicants, who apply against the horizontal reservation provided for Persons with Disability (PwD) category, **on selection** should necessarily submit the Medical Certificate issued by District Medical Board, Government of Puducherry. The Certificate should have been issued within three years prior to the last date of application for this recruitment. Certificate received from any other authority will not be accepted. **PHYSICAL REQUIREMENTS AND CATEGORIES OF DISABILITY SUITABLE FOR THE POSTS** are notified in Para 6 of the Notification dated 24.03.2024.

(a)	Persons with Disability (PwD) will be provided an additional time of <b>20 minutes for each hour of examination</b> (for both who are availing and not availing the facility of scribe).
(b)	In case of Persons with Disability in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe shall be given, if desired by the person. The candidate will have the discretion of <b>opting to avail the facility of scribe provided by the Judicial Recruitment Cell, High Court, Madras or on their own.</b> Appropriate choice in this regard will have to be given by the candidate in the application form.
(c)	In case of remaining categories of Persons with Disability, the provision of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care Institution as per proforma at Annexure-V. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.
(d)	In case, the candidate is allowed to bring his/her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The Persons with Disability (PwD) opting for own scribe should submit the details of the same.
(e)	No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
(f)	Candidates, who wish to be considered against reserved vacancies or seek age relaxation, must submit requisite certificate from the competent authority, in the prescribed format, when such certificates are sought by Judicial Recruitment Cell, High Court, Madras, at the time of Certificate Verification, otherwise, their claim for SC/ ST/ BT/ OBC/ EWS/ PwD/ EBC/ BCM category will not be entertained and their candidature/application will be considered under Unreserved (UR)/ relevant category. The formats of the certificates are annexed with the Common Instructions to the Candidates and also the certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will be valid. Certificates in any other format are liable to be rejected.

**Note:**

Scribe assistance will be permitted as per Guidelines for Persons with Benchmark Disabilities as per F.No.34-02/2015—DD-III, Government of India, Ministry of Social Justice & Empowerment, dated 29.08.2018.

**7. MERITORIOUS SPORTS PERSONS (MSP):**

The selection of candidates for the vacancies reserved under Meritorious Sports Person quota will be made on the basis of their achievements in the sports. There will not be any competitive examination for the selection of candidates under MSP quota.

However, they may participate in the direct recruitment competitive examination along with other candidates, provided if they are within the age limit under the category to which they belong to and they will not be considered for the vacancies reserved for MSP, but for the other reserved vacancies as the case may be.

**Criteria for selection of candidates against Meritorious Sports Person quota:-**

1. The selection will be made only in the order of preference based on the performance, winning of medals / securing of places upto 3<sup>rd</sup> place as provided in the Office Memorandum No.14034/1/95 – Estt.(D), dated 4-5-1995 of the Ministry of Personnel, Public Grievances and Pension (DoP&T), Government of India, New Delhi and the amendments made from time to time as extracted below:-
  - (a) First preference to those candidates who have represented the country in an international competition with the clearance of the Department of Youth Affairs and Sports.
  - (b) Next preference may be given to those who have represented a State/Union Territory in the Senior or Junior level National Championships organized by the National Sports Federations recognized by Department of Youth Affairs and Sports or National Games organized by Indian Olympics Association and have won medals or positions upto 3<sup>rd</sup> place. Between the candidates participating in Senior and Junior National Championships/ Games, the candidates having participated and won medal in Senior National Championship should be given preference.
  - (c) Next preference may be given to those, who have represented a University in an Inter-University Competition conducted by Association of Indian Universities / Inter-University Sports Board and have won medals or positions upto 3<sup>rd</sup> place in finals.
  - (d) Next preference may be given to those who have represented the State Schools in the National Sports/ Games for Schools conducted by the All India School Games Federation and have won medals or positions upto 3<sup>rd</sup> place.
  - (e) Next preference may be given to those who have been awarded National Award in physical efficiency under National Physical Efficiency Drive.
  - (f) Next preference may be given to those who represented a State/ Union Territory/ University/ State School Teams at the level mentioned in categories (b) to (d) but could not win a medal or position, in the same order of preference.
2. The candidates who are applying under Meritorious Sports Person Quota should submit their duly filled in application along with the required certificates duly obtained from an authority as mentioned in the Office Memorandum dated 04-05-1995 of the DoP&T referred above for reference.

## **8. PROCEDURE FOR SUBMISSION OF APPLICATION:-**

- The applications are to be submitted only by **offline mode**.
- The application form can be downloaded and the filled in printout of the application form, along with requisite self attested enclosures and the Demand Draft for payment of fee shall be sent by registered post to the **Registrar General, High Court, Madras - 600104** and the same shall reach the office of Registrar General, High Court, Madras 600 104, **before 5.45 p.m. on 23.04.2024**.
- The incomplete applications received without prescribed /required enclosures and after the due date and time will be **summarily rejected** and no further communication/representation in this regard will be entertained. No excuse for postal delays. No separate acknowledgement will be sent to the candidates, for the receipt of the application.
- The Envelope containing the application form and all the enclosures should be superscribed on the top of the Envelop as **“APPLICATION FOR THE POST(S) OF .....IN PUDUCHERRY JUDICIAL SUBORDINATE SERVICE, NOTIFICATION No...../2024”**

## **9. MODE OF PAYMENT OF EXAMINATION FEE:-**

- The fee should be paid only by Demand Draft drawn in any Nationalised Bank in favour of the Registrar General, High Court of Madras, payable at Chennai.
- The **Women applicants and the candidates belonging to SC, ST, Persons with Disability (PwD) and Ex-servicemen are exempted from payment of Fees.**
- Candidates should verify the correctness of particulars in the Demand Draft enclosed with their application and if the Demand Draft sent by them is found to be defective or invalid, their applications will run the risk of being rejected.
- Fee once paid shall not be refunded under any circumstances.
- The Demand Draft should have been drawn on or after the date of publication of this Notification.
- The candidates willing to apply for all the posts, shall send the application, mentioning clearly the post applied.
- The non-exempted candidates applying for all the posts, shall pay separate fee for each of the posts.
- The applications submitted without specifying the post applied for will be rejected summarily and fee remitted, if any, therewith will not be refunded.
- 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.
- Fees once paid, will not be refunded or adjusted towards any other recruitment under any circumstances.



**10. GENERAL INSTRUCTIONS:-**

a)	The non-exempted candidates shall pay fee.
b)	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 applicants 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 conducted by the Judicial Recruitment Cell, High Court, Madras.
c)	All the educational and technical qualifications possessed by the applicants (including the educational qualifications for which he/she has appeared, but not passed) as on the date of Notification shall be furnished along with the application. Non-furnishing of the particulars will be treated as <b>suppression of facts</b> . If such suppression is noticed, the candidature of such candidates will be rejected at any stage of the selection. 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 candidates are required to furnish all their educational and technical qualifications in the application.
d)	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 selection process on the scheduled date and time on account of belated receipt of intimation regarding any change so notified.
e)	Eligible candidates, who are to be called for preliminary certificate verification shall be finally decided after scrutiny and verification of documents/ testimonials enclosed along with the application. Therefore, mere appearance of the candidates for certificate verification, does not confer on him/her any right for appointment.
f)	The name of candidate will be removed from the select / wait list without any notice, if it is found that any information furnished by the candidate in the application form is false / incorrect / wrong.
g)	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.
h)	Applicants are advised in their own interest to apply for the recruitment and should ensure that the filled in application will reach well in advance. Applicants shall ensure that they fulfill all requisite

	<p>eligibility criteria on the date of notification before applying for the post/s. The required educational/technical qualification/experience obtained subsequent to the date of notification will not be considered. <b><u>Therefore, applicants who are awaiting the result of the required educational / technical qualification on the date of notification need not apply.</u></b></p>
i)	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 reason(s).
j)	‘SMS’ alerts for the Examination 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. The Judicial Recruitment Cell, High Court, Madras will not be responsible for any technical problems arising in this regard.
k)	Applicants should affix a recent passport size photograph of good quality in the application form.
l)	Hall Tickets for the Examination will be hosted in the website <a href="https://www.mhc.tn.gov.in">https://www.mhc.tn.gov.in</a> . The candidates may download the Hall Tickets available from the website. 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 through Email (i.e. <a href="mailto:judicialrecruitmentcell.mhc@gmail.com">judicialrecruitmentcell.mhc@gmail.com</a> ) for rectification. The candidates only to whom the hall tickets have been issued by the Judicial Recruitment Cell, High Court, Madras, will be allowed into the Examination hall.
m)	The admission of a candidate 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 Examination is final.
n)	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.
o)	Any subsequent claim made, after the submission of application form, regarding any of the details submitted in the application, including educational & technical qualifications will not be entertained. Supporting documents in proof of their claim made in the application should be enclosed while forwarding the applications.
p)	<b>The number of vacancies notified for the posts are only approximate and are liable to increase or decrease with reference to vacancy position at any point of time before the finalisation of selection.</b> Whenever the vacancies are revised, the number of candidates selected to the successive stages would also be revised

	<p>commensurately. Increase in vacancies in the later stages of the recruitment would not in any case entail the consideration of candidates unsuccessful in the previous stages.</p>
q)	<p>The candidates shall furnish the correct and true information regarding:</p> <p>(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. 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 application form 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 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 from appearing for the recruitments notified /to be notified by the Judicial Recruitment Cell, High Court, Madras.</p> <p>(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.</p> <p>(iii) Information relating to his/her Candidature in election for Parliament / State Legislature / Local Bodies /Trade Union etc. 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.</p>
r)	<p>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.</p>
s)	<p>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</p>

	the candidates and the candidate 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 candidate concerned will be declared invalid.
t)	Whenever called for, the applicants shall submit their original documents, in proof of their educational, technical qualifications, work experience, etc.
u)	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 ' <b>No Objection Certificate</b> ' in the form prescribed in <b>Annexure-VII</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. <b>Note:-</b> Persons who get employment after the submission of their applications and before the receipt of intimation admitting them to the Certificate Verification requiring to produce original documents for verification should also produce the ' <b>No Objection Certificate</b> '.
v)	Requests for furnishing causes of failure in examination 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.
w)	Any communication to the Judicial Recruitment Cell, High Court, Madras, should be sent only by the applicants by specifically mentioning their Application ID/Registration Number. Communications in the name of a Pleader or Agent on behalf of the applicant, will receive no attention.

### **11. EQUIVALENT QUALIFICATIONS:**

**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.**

**12. INFORMATION UNDER THE 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 participate in the selection process / scrutinized the application / certificates of the candidates will not be provided.
(c)	No candidate will be permitted to peruse/obtain copies of the answer sheets of the Written Examination till finalization of the recruitment process.
(d)	Request for Revaluation and Retotalling of marks in the Examination will not be entertained.
(e)	Marks secured by the candidates under various heads of assessment, if any, will not be furnished and also the details of the marks secured by other candidates will not be furnished.

**13. 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, the 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.

**14. Help desk for guidance of candidates:**

In case of any guidance / information / clarification regarding filling up of application, candidates can contact the help desk at Telephone No. 044-25301364 on all working days between 10.00 a.m. and 05.45 p.m.

However, general queries with regard to the dates of Examination will not be entertained.

**HIGH COURT, MADRAS.**

**DATE: 24.03.2024**

**Sd/-  
REGISTRAR GENERAL**

**APPENDIX**

<b>Sl. No.</b>	<b>Annexure Nos.</b>	<b>Caste/ Community/ Category</b>	<b>Competent Authority</b>
1	<b>Annexure - I</b>	<b>OBC/MBC/EBC/ BCM/BT</b>	Revenue Officers not below the rank of Deputy Tahsildar.
2	<b>Annexure - II</b>	<b>XSM (Ex-servicemen)</b>	Commanding Officer
	<b>Annexure - III</b>		By the Applicant
3	<b>Annexure - IV</b>	<b>EWS (Economically Weaker Section)</b>	District Magistrate/ Additional District Magistrate/ Collector / Deputy Commissioner/Additional Deputy Commissioner / 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate/ Extra Assistant Commissioner.
			Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
			Revenue Officers not below the rank of Tahsildar.
			Sub-Divisional Officers of the area where the applicant and or his family normally resides.
4	<b>Annexure - V</b>	<b>Certificate regarding physical limitation in an examinee to write</b>	Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care Institution.
5	<b>Annexure - VI</b>	<b>Letter of Undertaking for Using Own Scribe</b>	By the applicant
6	<b>Annexure - VII</b>	<b>No objection certificate</b>	By the Government/Department
7	<b>Annexure - VIII</b>	<b>Experience Certificate</b>	From the Employer
8	<b>Annexure - IX</b>	<b>Age relaxation</b>	Central Government Civilian Employees Seeking Age-Relaxation
9	<b>Annexure - X</b>	<b>MSP (Meritorious Sports Persons)</b>	Director or Additional/ Joint or Deputy Director/ Secretary/ Dean of Sports/ Director

**ANNEXURE - I****(FORM OF CERTIFICATE TO BE PRODUCED BY  
OTHER BACKWARD CLASSES (OBC/EBC/ BCM/BT) APPLYING FOR  
APPOINTMENT TO POST(S) UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Mr./ Mrs./ Ms. \_\_\_\_\_ son/ daughter of \_\_\_\_\_ of village/ town \_\_\_\_\_ District/ Division \_\_\_\_\_ in the State/ Union Territory \_\_\_\_\_ belongs to \_\_\_\_\_ Community which is recognized as OBC/ EBC/ BCM/ BT under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_  
Date \_\_\_\_\_.

Mr./ Mrs./ Ms. \_\_\_\_\_ and/or his/ her family ordinarily reside(s) in the \_\_\_\_\_ District/ Division of the \_\_\_\_\_ State/ Union Territory. This is also to certify that he/ she does not belong to the persons/ sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993\*\*.

District Magistrate/ Deputy Tahsildar/ Deputy Commissioner etc.

Date:

Seal:

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\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**ANNEXURE-II**

**FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL**

I hereby certify that, according to the information available with me  
(No.)\_\_\_\_\_ (Rank) \_\_\_\_\_ (Name)  
\_\_\_\_\_ is due to complete, the specified term of his engagement  
with the Armed Forces on the (Date) \_\_\_\_\_.

Place:

Date :

(Signature of Commanding Officer)

Office Seal



**ANNEXURE – III****UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

I \_\_\_\_\_, bearing Roll No. \_\_\_\_\_ appearing for the Selection Process for the post of \_\_\_\_\_ in the Puducherry Judicial Subordinate Service, conducted by the Judicial Recruitment Cell, High Court, Madras, do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group “C” and “D” posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as \_\_\_\_\_ on \_\_\_\_\_ in the office of \_\_\_\_\_

I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as \_\_\_\_\_ on \_\_\_\_\_ in the office of \_\_\_\_\_

Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Date: \_\_\_\_\_

Date of appointment  
in Armed Forces: \_\_\_\_\_

Date of Discharge: \_\_\_\_\_

Last Unit/ Corps: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

**ANNEXURE-IV**  
**GOVERNMENT OF PUDUCHERRY**  
**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY**  
**ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

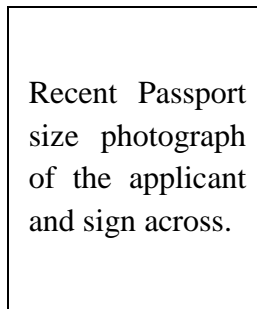
VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Mr./ Mrs./ Ms. \_\_\_\_\_ son/ wife/ daughter of \_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/ Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/ Union Territory of \_\_\_\_\_ Pin Code \_\_\_\_\_ whose Photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/ her 'family'\*\* is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/ her family does not own or possess any of the following assets \*\*\* :

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified Municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified Municipalities.

2. Mr./ Mrs./ Ms. \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office



Name : \_\_\_\_\_

Designation: \_\_\_\_\_

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

\*\* Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**ANNEXURE - V**  
**CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN**  
**EXAMINEE TO WRITE**

This is to certify that, I have examined Mr./ Mrs./ Ms. \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), son/ wife/ daughter of \_\_\_\_\_ 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.

Signature  
 Chief Medical Officer/ Civil Surgeon/  
 Medical Superintendent of a  
 Government health care institution.

Name & Designation.

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

**Note:** Certificate should be given by a specialist of the relevant stream/ disability (eg: Visual impairment - Ophthalmologist, Locomotor disability - orthopaedic specialist/ PMR)

**APPENDIX- VI****LETTER OF UNDERTAKING FOR USING OWN SCRIBE**

I am \_\_\_\_\_, 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/UT). My qualification is \_\_\_\_\_. I do hereby state  
 that \_\_\_\_\_ (name of the scribe) will provide the service  
 of scribe for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her 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)

Place:

Date:

**ANNEXURE – VII****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 or whether the applicant is a probationer or an approved 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 the Puducherry Judicial Department or the Judicial Recruitment Cell, High Court, Madras.		
(b) Certified that Mr./ Mrs./ Ms. _____ has the following punishment / has no punishment to his credit:		
(c) It is also certified that no charge or / and criminal case is pending / contemplated against him. (if pending, copy of documents shall be enclosed)		

PLACE :

OFFICE SEAL & DATE  
DESIGNATION

SIGNATURE

**ANNEXURE – VIII**  
**EXPERIENCE CERTIFICATE**

This is to certify that Mr./ Mrs./ Ms. \_\_\_\_\_ son / wife/  
daughter of \_\_\_\_\_ is working / worked under me / in our  
institution (Institution name) \_\_\_\_\_  
as \_\_\_\_\_ for the period from \_\_\_\_\_ to  
\_\_\_\_\_.

This Certificate is issued after verifying the records available with the office of  
the undersigned.

Place :

Date :

Name and Signature of  
the competent authority

Seal of the Institution.

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

**ANNEXURE - IX****FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL  
GOVERNMENT CIVILIAN EMPLOYEES SEEKING AGE-  
RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that Mr./ Mrs./ Ms. \_\_\_\_\_ is a Central Government Civilian employee holding the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ with 3 years regular service in the grade as on closing date of receipt of Applications Forms for \_\_\_\_\_ (name of examination).

Signature \_\_\_\_\_

Name \_\_\_\_\_

Official Seal \_\_\_\_\_

Place:

Date:

(\*Please delete the words which are not applicable.)

**ANNEXURE – X**  
**FORM : 1**

**(FOR REPRESENTING INDIA IN AN INTERNATIONAL COMPETITION  
IN ONE OF THE RECOGNIZED GAMES/SPORTS)**

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to a Group C & D  
service under the Central Government**

Certified that Mr./ Mrs./ Ms. \_\_\_\_\_ son/ wife/  
daughter of \_\_\_\_\_ resident of (complete  
address) \_\_\_\_\_  
\_\_\_\_\_ represented the country in the game/ event of  
\_\_\_\_\_ in \_\_\_\_\_ Competition/ Tournament held at  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual /team in the above said Competition/  
Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of the State  
Association of \_\_\_\_\_.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the Federation/ National Association

Address: \_\_\_\_\_  
\_\_\_\_\_

Seal: \_\_\_\_\_

Note: This Certificate will be valid only when signed personally by the Secretary, National  
Federation/National Association.

(Annexure B of the Department of Personnel and Administrative Reforms  
O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)



**ANNEXURE – X**  
**FORM : 2**

**(FOR REPRESENTING A STATE IN INDIA IN A NATION COMPETITION  
IN ONE OF THE RECOGNIZED GAMES/ SPORTS)**

STATE ASSOCIATION OF \_\_\_\_\_ IN THE  
GAME \_\_\_\_\_ OF \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to a Group C & D  
service under the Central Government**

Certified that Mr./ Mrs./ Ms. \_\_\_\_\_ son/ wife/  
daughter of \_\_\_\_\_ resident of  
\_\_\_\_\_ represented the State of  
(complete address) \_\_\_\_\_  
in the game/event of \_\_\_\_\_ in the National  
Competition/ Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual /team in the above said Competition/  
Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of the State  
Association of \_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the State Association  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Seal \_\_\_\_\_

**Note:** This Certificate will be valid only when signed personally by the Secretary of the  
State Association.

(Annexure B of the Department of Personnel and Administrative Reforms  
O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

**ANNEXURE – X**  
**FORM : 3**

**(FOR REPRESENTING A UNIVERSITY IN THE INTER-UNIVERSITY  
COMPETITION IN ONE OF THE RECOGNIZED GAMES/SPORTS).**

UNIVERSITY OF \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to a Group C&D  
service under the Central Government**

Certified that Mr./ Mrs./ Ms. \_\_\_\_\_  
son/ wife/ daughter of \_\_\_\_\_  
resident of \_\_\_\_\_ student of  
\_\_\_\_\_ represented the University of  
\_\_\_\_\_ in Inter game/ event of  
\_\_\_\_\_ in Inter-University  
Competition/ Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to  
\_\_\_\_\_.

The position obtained by the individual/ team in the above said competition/  
tournament was \_\_\_\_\_.

The certificate is being given on the basis of records available in the office of Dean of  
Sports or Officer in overall charge of sports in the University of  
\_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the University:  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Seal \_\_\_\_\_

**Note:** This Certificate will be valid only when signed personally by Dean/Director or  
other officer in overall charge of sports in the University of \_\_\_\_\_

(Annexure B of the Department of Personnel and Administrative Reforms  
O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

**ANNEXURE – X**  
**FORM : 4**  
**(FOR REPRESENTING STATE SCHOOL TEAM IN THE NATIONAL**  
**SPORTS/ GAMES COMPETITION IN ONE OF THE RECOGNIZED**  
**GAMES/SPORTS).**

Directorate of Public Instructions/Education of the State of \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to a Group C & D**  
**services under the Central Government**

Certified that Mr./ Mrs./ Ms. \_\_\_\_\_  
son/ wife/ daughter of \_\_\_\_\_ resident of  
\_\_\_\_\_ student of (Complete address)

represented the \_\_\_\_\_ State  
School Team in the game/ event of  
\_\_\_\_\_ in the National Games  
for schools held at \_\_\_\_\_ from \_\_\_\_\_ to  
\_\_\_\_\_.

The position obtained by the individual/team in the above said  
Competition/Tournament was \_\_\_\_\_.

The certificate is being given on the basis of records available in the office of  
Directorate of Public Instructions/education of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Seal \_\_\_\_\_

**Note:** This Certificate will be valid only when signed personally by the Director or  
Additional/Joint or Deputy Director in overall charge of sports/games/for Schools in  
the Directorate of Public Instruction/Education of the State.

(Annexure B of the Department of Personnel and Administrative Reforms  
O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

**ANNEXURE – X**  
**FORM : 5**  
**(FOR THE AWARDEES IN PHYSICAL EFFICIENCY PERFORMANCES**  
**CONDUCTED BY THE MINISTRY OF EDUCATION & SOCIAL**  
**WELFARE)**

Government of India/Department of Youth Affairs and Sports

**Certificate to a meritorious sportsmen for employment to a Group C & D**  
**posts/service under the Central Government**

Certified that Mr./ Mrs./ Ms. \_\_\_\_\_ son/ wife/  
 daughter of \_\_\_\_\_ resident  
 of \_\_\_\_\_  
 (complete address) represented the \_\_\_\_\_ School Team  
 in the game/ event of \_\_\_\_\_ in the National  
 Competition held at \_\_\_\_\_ from \_\_\_\_\_ to  
 \_\_\_\_\_.

The certificate is being given on the basis of records available in the Ministry of education and Social Welfare.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Seal \_\_\_\_\_

**Note:** This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

(Annexure B of the Department of Personnel and Administrative Reforms  
 O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)