HIGH COURT OF MADRAS

NOTIFICATION No.217/2026 **DATED: 23.09.2026**

Date of Notification	23.09.2026
Last date for submission of Online Application	29.09.2026
Tentative Date for written-cum-skill test	10.10.2026/ 11.10.2026
Viva voce	24.10.2026/ 25.10.2026

Applications are invited from eligible candidate **ONLY THROUGH ONLINE MODE** (https://www.mhc.tn.gov.in/esk_rec) for recruitment to the post of **DATA ENTRY OPERATOR for e-SEWA KENDRA in the PRINCIPAL SEAT OF MADRAS HIGH COURT AND IN THE DISTRICT JUDICIARY as CONTRACT STAFF.**

Note:-

(a)	Applications submitted through **https://www.mhc.tn.gov.in/esk_rec** WILL ALONE BE accepted. Applications submitted through any other mode viz., by post, courier, Speed Post, e-mail, hand delivery etc., **will not be entertained** under any circumstances or for any reason.
(b)	Before filling the online applications, the applicants are advised to go through the 'Notification' and 'Terms and Conditions' available in (https://www.mhc.tn.gov.in/esk_rec) and District Court Website thoroughly and carefully and they shall ensure themselves that they fulfill all the required qualifications and are not disqualified for appointment.
(c)	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the post through online and **not to apply through Smart Phone or Tab,** since the application module is compatible only for Desktop or Laptop.
(d)	If the candidate is found not eligible to apply for the above post, he/she will be disqualified from participating in the selection process.
(e)	Mere Registering will not be considered as an application for the post. The Madras High Court / District Court will not be responsible for any consequences arising due to furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application for this recruitment.

CAUTION

➢	The recruitment is made purely on Merit basis.
➢	The Candidates, in their own interest, are cautioned against touts and agents who may indulge in cheating by making false promises of securing appointment through unfair means.
➢	The Madras High Court / District Court will not be responsible or liable for any loss that may be occasioned to any applicant, on account of indulging in such activity with such unscrupulous elements.
➢	Candidates indulging in unfair means, by approaching the Recruitment Body either in person or through anyone will be disqualified from appointment.
➢	Candidates are solely responsible for their claims made in online application. They cannot blame the service provider like internet cafe / browsing Centre / Common Service Centres for the mistakes made while applying online for recruitment. The online applications once finally submitted cannot be edited. **Hence, applicants are strictly cautioned to verify the filled in online applications carefully, before final submission**.

TERMS AND CONDITIONS

- In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection process or at any stage, action will be taken against the candidate including rejection of the application.
- Candidates should not be a party to any kind of canvassing.
- Candidates should not have been debarred / disqualified by the Madras High Court or any other recruiting agency.
- Candidates should not be a dismissed Government Employee.
- Candidates should verify the correctness of the particulars furnished in the application.
- No individual communication regarding the date and time of Written-cum-Skill test, Viva voce and certificate verification will be issued.
- **Candidates can apply for only one District and if applied for more than one District, his/her application shall be summarily rejected in both/all the Districts.**
- Candidates should be aware of their duties attached to the post, applying for and in case of appointment, should attend all such duties assigned to the candidates.

- **Candidates should be aware that the post is purely on contractual basis and should not claim any permanency in the future.**
- Candidates should accept the terms and conditions that may be issued from time to time by the Madras High Court.
- Madras High Court can terminate the employment of the selected candidate at any time without assigning any reason.
- The selected candidates will be eligible only for 12 days of casual leave per year.
- No Sandwich Leave to be availed by the Candidate.

Explanation:

a) If a national holiday falls on Thursday or Tuesday, the Candidate is not allowed to take leave on Friday and Monday.

b) The Candidate is not allowed to take leave on both Friday and Monday.

- The salary will be deducted for any absence or leave beyond the permissible leave
- Candidates should not claim for any transfer from one District to another.
- Candidates should attend the Office irrespective of Court hours and even on odd hours and Court holidays, if required.
- Candidates should not claim any TA/DA for attending the Interview.
- Candidates who are required to attend another eSewa Kendra in addition to his/her allotted eSewa Kendra, are not eligible to claim any TA/DA.

2. NAME OF THE POST, CONSOLIDATED PAY AND NUMBER OF VACANCIES:

Sl. No.	NAME OF THE POST	CONSOLIDATED PAY	NO. OF VACANCIES
1.	DATA ENTRY OPERATOR (Contractual basis)	Rs.15,000/-	115

3. <u>VACANCY DETAILS:-</u>

S.No	District Name	Total Vacancy
1	Principal Seat of Madras High Court	2
2	Ariyalur	1
3	Chengalpattu	3
4	Chennai	11
5	Coimbatore	4
6	Cuddalore	2
7	Dharmapuri	2
8	Dindigul	4
9	Erode	2
10	Kallakurichi	4
11	Kancheepuram	3
12	Kanniyakumari	5
13	Karur	1
14	Madurai	5
15	Mayiladuthurai	1
16	Nagapattinam	2
17	Namakkal	1
18	Nilgiris	1
19	Perambalur	2
20	Pudukkottai	1
21	Ramanathapuram	1
22	Salem	4
23	Sivagangai	1
24	Tenkasi	2
25	Thanjavur	3
26	Theni	2
27	Thoothukudi	6
28	Tiruchirappalli	5
29	Tirunelveli	5
30	Tirupathur	1
31	Tiruppur	2
32	Tiruvallur	6
33	Tiruvannamalai	4
34	Tiruvarur	4
35	Vellore	3
36	Villupuram	2
37	Virudhunagar	1
38	Puducherry	6
	TOTAL	**115**

4. ELIGIBILITY CRITERIA:

a) Age limit(as on 01.09.2026):

i) Candidates should have completed 18 years of age.

ii) Candidates should not have completed **35 years** of age i.e., should not have been born before 02.09.1991. Age barred will be summarily rejected and no correspondence in this regard will be entertained.

b) Educational Qualifications:

Candidates must possess B.Sc (Computer Science) / B.Sc (IT) / BCA / B.E. (Computer Science) / B.Tech / MCA / M.Sc (Computer Science) / M.E (Computer Science) / M.Tech / M.Sc (IT).

5. EXAMINATION FEE:-

-NIL-

6. MODE OF SELECTION:-

The selection of Candidates will be based on (a) Written-cum-Skill Test; and (b) Viva Voce in the following manner:

Duration: **60 minutes**

a) Written Examination (25 Marks) (Minimum Qualifying Marks: 10)

The Written test will consist of 25 Multiple Choice questions (Objective type). Each question will carry one mark.

Syllabus:

1. **Windows and Linux Basics**

- Basic operating system concepts
- Types of Operating Systems
- File and folder management
- User accounts and permissions
- Software installation and updates
- Basic Windows and Linux commands

2. **Networking**

- Basic networking concepts
- LAN, WAN and Wi-Fi
- IP address, DNS and DHCP
- Switches, routers and firewalls
- Network cables and connectivity
- Basic network commands and troubleshooting
- Internet and network security basics

3. **PDF and Document Handling and Processing**

- Creating and managing documents
- Types of Documents and its extensions
- Office and Excel basics
- PDF creation, conversion, merging and splitting
- Digital signatures
- File naming, organization and security

4. **Video Conferencing**

- Basic video conferencing concepts
- Microphones, speakers, cameras and displays
- Audio and video configuration
- WebEx, Microsoft Teams and other video conferencing platforms
- Basic components for Video Conferencing and troubleshooting (hard and soft VC)

5. **Hardware Troubleshooting**

- Basic computer hardware components
- CPU, RAM, HDD/SSD and motherboard
- Printers, scanners and peripheral devices
- Hardware installation
- Backup Procedures
- Basic fault identification and troubleshooting
- Preventive maintenance

6. **Internet Basics**
   - Basic Internet concepts
   - Web browsers and search engines
   - Websites, URLs and DNS
   - Email and attachments
   - Internet connectivity and Wi-Fi
   - Cloud services
   - Cyber security and safe Internet usage
   - Phishing, malware and password security

b) Skill Test(25 Marks) (Minimum Qualifying Mark: 10)

Candidates skill in Computers would be tested, as per the following Syllabus.

Syllabus:

➔ Scanning and Converting Documents to OCR,

➔ Conversion of PDF to OCR,

➔ Handling Libre Office,

➔ Configure local area network (IP Configurations),

➔ Hardware Trouble shooting and Driver installations

Note: For Viva voce, the candidates will be short listed as per merit based on the marks secured by them in the Written-cum-skill test from among the qualified Candidates in the **ratio of 1:3**. However, in case of 2 or more Candidates scoring equal marks, those Candidates will be called for viva voce.

c) Viva Voce:

Maximum Marks: 50
Minimum Qualification Marks: 20

The Object of Viva Voce is to assist the suitability of the Candidates by judging their mental alertness, skills, attitude, ethics, character, experience in Computer Skill, Computer Network, Database, OS etc.

Preparation of selection List:

Final selection of Candidates will be made on the basis of total marks secured by the Candidates in the Written-cum-Skill Test and Viva Voce. However, in case of 2 or more Candidates scoring equal marks, the Candidate senior in age will be placed above in the merit list.

7. Nature of Work

- Handling inquiries about case status, next date of hearing and other details.
- Handling VC appearance and assisting VC hearings.
- Facilitate online Applications for certificate copies and other such filing.
- Facilitate eFiling of petitions right from scanning of hard copy petitions, Appending eSignatures, uploading them into CIS and generation of filing number.
- Data entry works related to eServices.
- To assist in online purchase of eStamp papers/ePayments.
- To help in apply and obtain Aadhar based digital signature.
- Publicize and assist in downloading the Mobile App of eCourts for Android and IOS.
- Handling queries about Judges on leave.
- Handling queries about location of the particular Court, its cause-list and whether the case is taken up for hearing or not.
- Guide people on how to avail free legal services from District Legal Service Authority, High Court Legal Service Committee and Supreme Court Legal Service Committee.
- Facilitate disposal of traffic challan in virtual Courts as also online compounding of traffic challans and other petty offences.
- All other queries and assistance in respect of facilities which are digitally available under eCourt Project.
- Any other work assigned by the Registrar(IT-cum-Statistics), Madras High Court.

8. EXAMINATION CENTRES:-

(i) The Written-cum-Skill test and Viva Voce will be conducted in the Campus of the Principal District Court of the District concerned or any other place as may be notified by the District Court. Request for change of venue will not be entertained under any circumstances.

(ii) The date of Viva voce/Certificate Verification for the shortlisted candidates will be hosted only in https://www.mhc.tn.gov.in/esk_rec and in the official website of the District Courts and no personal intimation through post/courier will be sent to the candidates. Therefore, the candidates are strictly advised to follow the information notified in https://www.mhc.tn.gov.in/esk_rec and respective District Court Website.

9. PUBLICATION OF RESULT:-

The shortlisted candidates list for final selection will be hosted in https://www.mhc.tn.gov.in/esk_rec and District Court Website, based on merit only.

Final Selection will be decided only after scrutiny and verification of original documents/testimonials produced.

10. PLACE OF POSTING:-

The selected candidates will be posted in e-Sewa Kendras in the District where the candidates applied for.

HIGH COURT, MADRAS
DATED:22.09.2026.

Sd/-DEEPTHI ARIVUNITHI
REGISTRAR GENERAL