

Computer Branch

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs):  
TIS HAZARI COURTS, DELHI

No. 63591-63841 /Misc./Admn.I/2024

Dated, Delhi the 8 DEC 2024

Copy of letter dated 05.12.2024 along with Advertisement bearing No. F.6/2024-SC (RC) New Delhi, Dated 03.12.2024 received from Consultant (Recruitment), Hon'ble Supreme Court of India, New Delhi for the posts of Court Master (Shorthand), Senior Personal Assistant and Personal Assistant in the Registry of Supreme Court of India is forwarded for information & necessary action to:

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi, with the request to convey the above said information to the Staff Members of this office working under their kind control on deputation basis / diverted capacity.
2. The Principal District & Sessions Judges, West, North, North-West, East, North-East, Shahdara, New Delhi, South, South-East, South-West, Rouse Avenue Courts Complex, Delhi/New Delhi with the request to direct the quarter concerned to circulate the aforesaid advertisement among the staff posted under their control.
3. The Office of the Delhi Judicial Academy, Dwarka, New Delhi, with the request to convey the above said information to the Staff Members of this office working under their kind control.
4. The Office of all Principal Judges, Family Courts, Delhi/New Delhi, with the request to convey the above said information to the staff members of this office working under their kind control.
5. All the Judicial Officers, Central District, Delhi and on Deputation/Diverted capacity with the request to convey the above said information to the staff members working under their kind control.
6. The Offices of Hon'ble Supreme Court of India, Ministry of Home Affairs, Delhi International Arbitration Centre, DSLSA, DSLSA (High Court), Lokayukt (GNCTD of Delhi), Appellate Tribunal (MCD), GNCT of Delhi, Ministry of Law & Justice (Department of Legal Affairs), Judicial Commission, DDA, Swabhiman Lokayukta Govt, of NCT of Delhi, with the request to convey the above said information to the staff members of this office working under their kind control.
7. All the Sr. Admn. Officer (Judicial)/ Admn. Officer (Judicial)/Branch In-charges, central district to convey the above said information to the staff members working under their kind control.
8. For uploading on LAYERS.
9. For uploading on Website.

OIC (Admn-I)  
 OIC (Computer)  
 PD SJ (S&D)

(Mukesh Kumar Gupta)  
 Officer Incharge, Administration Branch-I  
 O/o Principal District & Sessions Judge (HQs), Delhi

All Communications should be addressed to the Registrar, Supreme Court by designation, NOT by name

PIN - 110 001

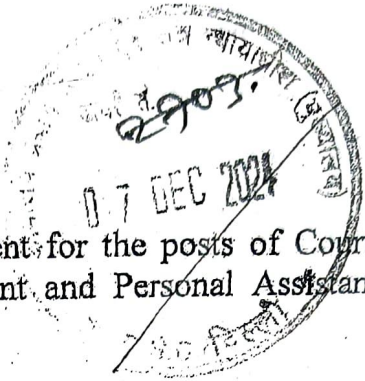
**SUPREME COURT  
INDIA  
NEW DELHI**

No.F.6/2024-SC (RC)  
Dated December 05, 2024

From: R.M. Dash  
Consultant (Recruitment)

To: Registrar General  
All High Courts

Subject: - Forwarding of Detailed Advertisement for the posts of Court Master (Shorthand), Senior Personal Assistant and Personal Assistant in the Registry of Supreme Court of India



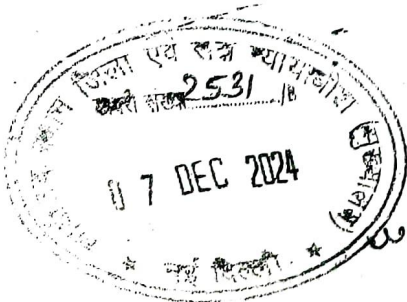
Sir/Madam,

It is respectfully informed that the Registry of Supreme Court of India has invited online applications from eligible candidates with effect from 04.12.2024 in connection with selection process for filling up 31, 33 and 43 posts of Court Master (Shorthand), Senior Personal Assistant and Personal Assistant respectively in Level 11, 8 and Level 7 with initial Basic Pay of Rs. 67,700, Rs. 47,600 and Rs. 44,900 respectively. The qualifications, experience and other eligibility conditions have been given in the detailed advertisement enclosed herewith.

In order to give wide publicity to the aforesaid advertisement, I am directed to request you to upload the link for detailed advertisement i.e. <https://cdnbbsr.s3waas.gov.in/s3ec0490f1f4972d133619a60e30f3559e/uploads/2024/12/2024120333.pdf> on your website and also circulate the same amongst the district courts under your jurisdiction so that interested candidates may submit their online applications for the said post.

Thanking You,

Yours faithfully,



*R.M. Dash*  
Consultant (Recruitment) **(6349)**

website / o/c  
Admin. *(J)*

*Puneet*

*P. of SC (H/S)  
06/12/24*

*B. P. Meher  
07/12/24*

Servicemen and Dependents of Freedom Fighters as per Government Rules. There will be no upper age limit for departmental candidates of the Registry of Supreme Court. However, no relaxation in age will be allowed to the candidates working in other Government Departments etc.

**Reservation:-** Reservation in direct recruitment for the candidates belonging to Scheduled Castes, Scheduled Tribes and Physically Challenged shall be in accordance with the Rules, Orders and Notifications issued from time to time by the Government of India in respect of the posts carrying the Pay Levels corresponding to the Pay Levels prescribed for the posts of Court Master (Shorthand); Senior Personal Assistant and Personal Assistant, subject to such modification, variation or exception as Hon'ble the Chief Justice of India may, from time to time, specify. Reservation for Dependents of Freedom Fighters shall be in accordance with the orders issued by Hon'ble the Chief Justice of India.

The eligible candidates will have to appear in the tests in the following subjects:-

**Scheme of Examination/Selection for the post of (i) Court Master (Shorthand)**

S. No.	Scheme of Examination	Duration																		
1	<p><b><u>Typing Speed Test on Computer</u></b>                      Minimum speed 40 words per minute                      (Mistakes allowed 2% of the total words to be typed)                      (Maximum marks - 10 and Minimum qualifying marks -5)</p>	10 minutes																		
2	<p><b><u>Shorthand (English) Test at the speed of 120 words per minute</u></b>                      (The time for transcription will be 45 minutes)                      Maximum mistakes permissible = 5% of the total words dictated  <b><u>Method of Gradation</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">1.</td> <td style="width: 70%;">Without mistake</td> <td style="width: 20%;">= 100 %</td> </tr> <tr> <td>2.</td> <td>Upto 1% mistake</td> <td>= 90%</td> </tr> <tr> <td>3.</td> <td>Upto 2% mistakes</td> <td>= 80%</td> </tr> <tr> <td>4.</td> <td>Upto 3% mistakes</td> <td>= 70%</td> </tr> <tr> <td>5.</td> <td>Upto 4% mistakes</td> <td>= 60%</td> </tr> <tr> <td>6.</td> <td>Upto 5% mistakes</td> <td>= 50%</td> </tr> </table> <p>(Maximum marks - 100 and Minimum qualifying marks - 50)</p>	1.	Without mistake	= 100 %	2.	Upto 1% mistake	= 90%	3.	Upto 2% mistakes	= 80%	4.	Upto 3% mistakes	= 70%	5.	Upto 4% mistakes	= 60%	6.	Upto 5% mistakes	= 50%	7 minutes
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2.	Upto 1% mistake	= 90%																		
3.	Upto 2% mistakes	= 80%																		
4.	Upto 3% mistakes	= 70%																		
5.	Upto 4% mistakes	= 60%																		
6.	Upto 5% mistakes	= 50%																		

S. No.	Scheme of Examination	Duration
3	<p><b>Written Test</b></p> <p>Objective Type Question Paper with multiple choice answers containing 100 questions consisting of 50 General English questions, 15 General Aptitude questions, 25 questions relating to Knowledge in Law, 10 General Knowledge questions</p> <p>(Maximum marks - 100 and Minimum qualifying marks - 50)</p> <p>Minimum marks for Reserved Category (including PwD) will be 45 marks</p> <p><b>Objective Type Computer Knowledge Test</b></p> <p>(Maximum marks - 10 and Minimum qualifying marks - 5)</p> <p>Minimum marks for Reserved Category (including PwD) will be 4.5 marks</p>	1 hour 45 minutes
4	<p><b>Interview</b></p> <p>(Maximum marks - 30 and Minimum qualifying marks - 15)</p> <p>Minimum marks for Reserved Category (including PwD) will be 13.5 marks</p>	

**Scheme of Examination/Selection for the post of (ii) Senior Personal Assistant**

S. No.	Scheme of Examination	Duration																		
1	<p><b>Typing Speed Test on Computer</b></p> <p>Minimum speed 40 words per minute</p> <p>(Mistakes allowed 3% of the total words to be typed)</p> <p>(Maximum marks - 10 and Minimum qualifying marks - 5)</p>	10 minutes																		
2	<p><b>Shorthand (English) Test at the speed of 110 words per minute</b> (The time for transcription will be 45 minutes)</p> <p>Maximum mistakes permissible = 5% of the total words dictated</p> <p><b>Method of Gradation</b></p> <table> <tr> <td>1.</td> <td>Without mistake</td> <td>= 100 %</td> </tr> <tr> <td>2.</td> <td>Upto 1% mistake</td> <td>= 90%</td> </tr> <tr> <td>3.</td> <td>Upto 2% mistakes</td> <td>= 80%</td> </tr> <tr> <td>4.</td> <td>Upto 3% mistakes</td> <td>= 70%</td> </tr> <tr> <td>5.</td> <td>Upto 4% mistakes</td> <td>= 60%</td> </tr> <tr> <td>6.</td> <td>Upto 5% mistakes</td> <td>= 50%</td> </tr> </table>	1.	Without mistake	= 100 %	2.	Upto 1% mistake	= 90%	3.	Upto 2% mistakes	= 80%	4.	Upto 3% mistakes	= 70%	5.	Upto 4% mistakes	= 60%	6.	Upto 5% mistakes	= 50%	7 minutes
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6.	Upto 5% mistakes	= 50%																		

**Registration of application and payment of fee:**

Eligible candidates are required to apply online for which the link is provided through Supreme Court Website, [www.sci.gov.in](http://www.sci.gov.in). The application will be accepted through online registration only which will start on 04.12.2024. Candidates will be required to pay non-refundable Application/Test Fee of Rs. 1,000/- for General/OBC candidates and Rs. 250/- for SC/ST/Ex-Servicemen/PH candidates/Dependents of Freedom Fighters plus bank charges through online mode only. Fee shall not be accepted in any other form. Application through post shall not be accepted. The fee shall be paid online through Payment Gateway provided by UCO Bank.

**Closing Date for online applications:**

The starting date for online registration of application is 04.12.2024 and last date thereof is 25.12.2024 at 23:55 hours.

9. No request for change in category filled in online application form will be entertained.
10. APPLICATIONS WHICH DO NOT COMPLY WITH THE INSTRUCTIONS SHALL BE SUMMARILY REJECTED.
11. The Physically Challenged candidates will be extended the same concessions/facilities as are allowed by SSC/UPSC in Written Test etc. conducted by them.
12. No TA/DA will be payable to the candidates for appearing in the tests/interview.
13. The candidates are required to download Admit Card for all stages of the Examination, from Supreme Court Website. It shall not be sent by post.
14. The dates of the Objective Type Written Tests, Typing Speed Test on Computer, Shorthand Skill Test and Interview will be notified on the Supreme Court website i.e. [www.sci.gov.in](http://www.sci.gov.in). Information will also be sent through SMS and e-mail to the candidates on their registered mobile number and e-mail. Therefore, Candidates should have a valid personal E-mail ID and mobile number and it should be kept active during the entire recruitment process.
15. Candidates working in State/Central Govt. departments/Banks/PSUs etc. will be required to submit No Objection Certificate at the time of interview.
16. The Registry reserves its right to short-list candidates in any manner as may be considered appropriate with the approval of Competent Authority. The Registry reserves the right to cancel/restrict/ enlarge/modify/alter the recruitment process, if needed, without issuing any notice.
17. In case of any dispute(s), legal jurisdiction will be Delhi.

[Pradip Y. Ladekar]  
Registrar (Recruitment)