

Office of District & Sessions Judge, Faridkot  
12057  
20/12/2024

104

Re: Letter No. F.6/2024-SC(RC) dated 05.12.2024 from the Consultant (Recruitment), Supreme Court of India, New Delhi

Subject: Inviting online applications for filling up the posts of Court Master (Shorthand), Senior Personal Assistant and Personal Assistant in the Registry of Supreme Court of India.

**HIGH COURT OF PUNJAB & HARYANA AT CHANDIGARH**

Endst.No. 1337Sp1. E.II./L.80(a) (6E) dated 20/12/24

Copy alongwith copy of Letter No. F.6/2024-SC(RC) dated 05.12.2024 received from the Consultant (Recruitment), Supreme Court of India, New Delhi, is forwarded to the following for information and necessary action:-

1. All the District and Sessions Judges in the State of Punjab.
2. All the District and Sessions Judges in the State of Haryana.
3. The District and Sessions Judge, Chandigarh.

*[Signature]*  
20/12/24  
Assistant Registrar (E-II)  
For Registrar General

**OFFICE OF DISTRICT & SESSIONS JUDGE, FARIDKOT**

Endst. No. 12057 /EB dated 23/12/24, 2024

Seen. Be circulated amongst the Staff of this Court/Office for information and necessary action. Copy forwarded to:

1. All the Ld. Judicial Officers posted in this Sessions Division including Ld. Secretary, District Legal Services Authority, Faridkot, for information & necessary action.
2. Incharge Computer Section/System Assistant to upload the link on official website of this office.

*[Signature]*  
District & Sessions Judge,  
Faridkot.21.12.2024

*[Handwritten initials]*

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

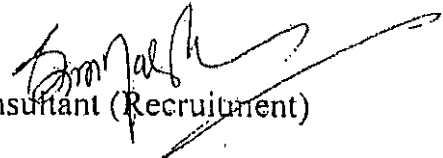
Sir/Madam,

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.s3.waas.gov.in/s3ec0490ff4972d133619a60c30f3559e/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,

  
Consultant (Recruitment)

## **SUPREME COURT OF INDIA**

No. F.6/2024-SC (RC)  
New Delhi, dated December 03, 2024

### **ADVERTISEMENT**

Online applications are invited from Indian citizens who fulfill the essential qualifications and other eligibility conditions as on 31.12.2024 for preparation of three separate panels for filling up 31, 33 and 43 vacancies respectively for the posts of **Court Master (Shorthand)** (Group-A Gazetted Post), **Senior Personal Assistant** and **Personal Assistant** (Group 'B', Non-Gazetted Posts) placed in Level 11, 8 and Level 7 with initial Basic Pay of Rs. 67,700, Rs. 47,600 and Rs. 44,900 respectively.

The number of vacancies is tentative and subject to change i.e. increase or decrease due to administrative reasons.

#### **Essential Qualifications: -**

##### **For the post of Court Master (Shorthand)**

- 1) A Degree in Law of a recognized University in India.
- 2) Proficiency in Shorthand (English) with a speed of 120 w.p.m.
- 3) Knowledge of Computer Operation with a typing speed of 40 w.p.m.

**Experience:-** Minimum 5 years' regular service in the cadre of Private Secretary/Senior PA/PA/ Senior Stenographer in Government/Public Sector Undertakings/Statutory bodies.

##### **For the post of Senior Personal Assistant: -**

- 1) Degree of a recognized University.
- 2) Proficiency in Shorthand (English) with a speed of 110 w.p.m.
- 3) Knowledge of Computer Operation with a typing speed of 40 w.p.m.

##### **For the post of Personal Assistant: -**

- 1) Degree of a recognized University.
- 2) Proficiency in Shorthand (English) with a speed of 100 w.p.m.
- 3) Knowledge of Computer Operation with a typing speed of 40 w.p.m.

#### **Age Requirement: -**

1. Court Master (Shorthand): 30 to 45 years
2. Senior Personal Assistant: 18 to 30 years
3. Personal Assistant: 18 to 30 years

Usual relaxation in age will be admissible to SC/ST/OBC/Physically challenged/Ex-

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: 5%;">1.</td> <td style="width: 85%;">Without mistake</td> <td style="width: 10%;">= 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
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%																		

S. No.	Scheme of Examination	Duration
3	<p><b><u>Written Test</u></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><u>Objective Type Computer Knowledge Test</u></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><u>Interview</u></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><u>Typing Speed Test on Computer</u></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><u>Shorthand (English) Test at the speed of 110 words per minute</u></b> (The time for transcription will be 45 minutes)</p> <p>Maximum mistakes permissible = 5% of the total words dictated</p> <p><b><u>Method of Gradation</u></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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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, 25 General Aptitude questions based on logical reasoning (excluding questions relating to arithmetic) and 25 General Knowledge questions)</p> <p>(Maximum marks - 100 and Minimum qualifying marks – 50) Minimum marks for Reserved Category will be 45 marks</p> <p><b>Objective Type Computer Knowledge Test</b></p> <p>(Maximum marks - 10 and Minimum qualifying marks – 5) 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) Minimum marks for Reserved Category (including PwD) will be 13.5 marks</p>	

**Scheme of Examination/Selection for the post of (iii) 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) (Maximum marks - 10 and Minimum qualifying marks – 5)</p>	10 minutes
2	<p><b>Shorthand (English) Test at the speed of 100 words per minute</b></p> <p>(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> <ol style="list-style-type: none"> <li>1. Without mistake = 100 %</li> <li>2. Upto 1% mistake = 90%</li> <li>3. Upto 2% mistakes = 80%</li> <li>4. Upto 3% mistakes = 70%</li> <li>5. Upto 4% mistakes = 60%</li> <li>6. Upto 5% mistakes = 50%</li> </ol>	7 minutes

**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.