

OFFICIAL MEMORANDUM OF THE PRINCIPAL DISTRICT JUDGE, TENKASI

D.No. 2204/2026, Dated: 04.05.2026

Sub : Commissioner of Oaths - Appointment for the post of Commissioner of Oaths in Tenkasi District Judiciary - Instructions received from the Hon'ble Madurai Bench of Madras High Court, Madurai - Intimation - Regarding.

Ref : Letter of the Hon'ble Madurai Bench of Madras High Court, Madurai in R.O.C.No.23740-A/2025/F1/MB, dated 17.06.2025.

It is informed that the Hon'ble Madurai Bench of Madras High Court, Madurai has instructed this Court to forward the applications of the Advocates who have applied for the post of Commissioner of Oaths in Tenkasi District with particulars prescribed in the Commissioner of Oaths Rules, 1988 in the month of January and June of every year under reference cited.

Appointment, Qualifications, Jurisdiction and Terms of Commissioner of Oaths prescribed in the Commissioner of Oaths Rules, 1988 are described below.

I. Appointment of Commissioner of Oaths -

Commissioner of Oaths shall be appointed by the High Court for different areas out of panel of lawyers prepared and submitted by the District Judges of different areas or the Principal Judge, City Civil Courts, Madras in order of merit after obtaining their consent from time to time. The application for appointment shall be made in Form-VI.

II. Qualifications for appointment of Commissioner of Oaths-

No person shall be eligible for inclusion in the panel for appointment as Commissioner of Oaths unless he had been a Legal practitioner for at least 5 years or, in the case of a woman, she had been practicing at least for 3 years, on the date of submission the panel by the District Judges or the Principal Judge, City Civil Court, Madras.

III. Jurisdiction of Commissioner of Oaths-

The Commissioner of Oaths shall have power to verify affidavit to be used in courts by administering Oaths and affirmations.

IV. Terms of Commissioner of Oaths.-

- (a) The Commissioner of Oaths shall be appointed for a period of three years and shall also be eligible for appointment for a further period of three years by the High Court only on payment of the prescribed fees.
- (b) Every application for appointment as Commissioner of Oaths shall bear a court fee stamp of Rs.10/-.
- (c) The fee for issue of certificate for appointment of Commissioner of Oaths shall be Rs.100/-.

Therefore, the Advocates practicing in Tenkasi District, who are willing to apply for the post of Commissioner of Oaths are instructed to submit their application in prescribed Format (Form-VI) with full particulars as mentioned in the check list (2 copies) before the Principal District Judge, Tenkasi in the month of January and June of every year.

Principal District Judge,
Tenkasi

Encl.

1. Form-VI
2. Check list
3. Terms and Conditions.

To.

1. The President, Bar Association, Tenkasi.
2. The President, Advocates Association, Tenkasi.
3. The President, Bar Association, Sankarankovil.
4. The President, Advocates Association, Alangulam.
5. The President, Advocates Association, Shencottah.
6. The President, Bar Association, Sivagiri.

Copy to:

Notice Board, Principal District Court, Tenkasi.

CHECK LIST

1. Requisition Letter.
2. Form VI (Application for Appointment of Oath Commissioner).
3. Passport size photo affixed in the application.
4. Every application shall bear a court fee stamp of Rs.10/-.
5. Affidavit from a Notary Public.
6. Fee for issue of certificate shall be a challan of Rs.100/-.
7. 10th/12th mark sheet.
8. Provisional & B.L. Degree certificate.
9. Certificate of Enrollment as Advocate.
10. Photocopy of Enrollment Number ID Card.
11. Experience & Conduct certificate from the Bar Association concerned.
12. Police Verification Report issued by Tamil Nadu Police Department from the official website of TN Police (www.eservices.tnpolice.gov.in).
13. If Name / Initial is changed, enclose Tamil Nadu Government Gazette published.

Terms and Conditions

1. The Application for the post of Commissioner of Oaths may sent to the Principal District Court, Tenkasi from 1st to 31st of January and 1st to 30th of June every year.
2. All the documents mentioned in the check list are mandatory.
3. All the documents have to be submitted at the time of submission of application.
4. No correction will be entertained after submission of application.
5. If any of mandatory documents are not filed alongwith application at the time of submission of the application, the application will be returned, resubmission of the application will not be permitted after returned.
6. Adding documents, making corrections in the application after submission will not allowed.

FORM-VI

APPLICATION FOR APPOINTMENT OF COMMISSIONER OF OATH

1.	Name of applicant	:	
2.	Father's Name	:	
3.	Date of birth	:	
4.	Address	:	
5.	Community of the applicant	:	
6.	Any other circumstances which may merit consideration for the applicant being appointed as Oath Commissioner.	:	
7.	Date of enrollment as advocate	:	
8.	Date of commencement of practice	:	
9.	Total length of practice at the Bar	:	
10.	Whether he/she had earlier held the office of Oath Commissioner, if so, during what period or periods.	:	
11.	whether practicing in the High Court or District Courts.	:	
12.	Total income from profession per year	:	
	(a) Whether he/she has been assessed to income tax during the three years prior to making this application.	:	
	(b) If assessed to income-tax, the assessment orders for the last three years to be produced.	:	

DECLARATION

I hereby declare that the particulars furnished above are true and correct and nothing is false and nothing material has been concealed.

Signature of the Applicant

Dated: