



**Roc.No. 47/2017-Con.Estt.I (Rect. Cell)**

**Date: 26.04.2018.**

From  
Swarnam J Natarajan, M.L.,  
Registrar (Recruitment),  
High Court, Madras – 104.

To

XXXXX.

Sir,

Sub: Recruitment Cell, High Court, Madras – Short Notification for recruitment to the post of PA to Hon'ble Judges, PA (to the Registrars) and Personal Clerk (to the Deputy Registrars) – Forwarded for wide publicity – last date extended – intimation – Reg.

Ref: Madras High Court's Notification No.56/2018, dated 04.04.2018.


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I am to state that Notification No.56/2018, dated 04.04.2018, has been published, inviting applications from the eligible candidates for the posts of (i) Personal Assistant to the Hon'ble Judges (ii) Personal Assistant (to the Registrars) and (iii).Personal Clerk (to the Deputy Registrars) in the Madras High Court Service, by direct recruitment.

As directed, I am to forward herewith the above said Short Notification for information and wide publicity. Moreover, it is also informed that the last date, mentioned in Short Notification, for receipt of the filled-in Application Forms has been extended as below:-

- a. through e-mail (soft copy) upto 16.05.2018 and
- b. through post (hard copy) with enclosures upto 5.45.p.m on 18.05.2018.

Yours faithfully,

  
Registrar (Recruitment).

To

The Registrar General,

- (1).Allahabad High Court, Allahabad – 211 001.
- (2).High Court of Judicature at Hyderabad for the States of Andhra Pradesh & Telengana, Hyderabad – 500 066.
- (3).Bombay High Court, Mumbai – 400 032.
- (4).Calcutta High Court, Kolkata – 700 001.
- (5).Chattisgarh High Court, Bilaspur – 495 220.
- ✓(6).High Court of Delhi, New Delhi – 110 503.
- (7).Gujarat High Court, Solapur – 380 060.
- (8).Gauhati High Court, Guwahati, 781 001.
- (9).Himachal Pradesh, High Court, Shimla – 171 001
- (10).Jammu & Kashmir High Court, Srinagar – 190 001
- (11).Jharkhand High Court, Ranchi – 834 033
- (12).Karnataka High Court, Bangaluru – 560 001
- (13).Kerala High Court, Ernakulam – 682 031.
- (14).Madhya Pradesh High Court, Jabalpur – 482 001
- (15).Manipur High Court, Mantripukhri – 795 002
- (16).High Court of Meghalaya, Shilong – 793 001
- (17).Orissa High Court, Cuttack – 753 002
- (18).Patna High Court, Patna – 800 001
- (19).Punjab & Haryana High Court, Chandigarh – 160 001
- (20).Rajasthan High Court, Jodhpur – 342 001
- (21).Sikkim High Court, Gangtok – 737 101
- (22).High Court of Tirupura, Agartala – 799 006
- (23).Utarkhand High Court, Nainital – 263 001.



Roc.No. 47/2017-Con.Esst.I (Rect. Cell)

Dated: 26.04.2018

**NOTIFICATION No.56/2018**

In Notification No.56/2018, dated 04.04.2018, applications were invited from the eligible candidates for direct recruitment to the posts of (i) Personal Assistant to the Hon'ble Judges, (ii) Personal Assistant (to the Registrars) and (iii) Personal Clerk (to the Deputy Registrars) in the Madras High Court Service and the last date for receipt of the filled-in Application Forms through e-mail (soft copy) and through post (hard copy) were fixed as 02.05.2018 and 4.45 p.m on 04.05.2018 respectively.

Now, as directed, it is hereby informed that the last date for receipt of the filled-in Application Forms has been extended as follows:-

- a) through e-mail (soft copy) upto 16.05.2018 and
- b) through post (hard copy) with enclosures upto 5.45.p.m on 18.05.2018.

*Arana Prasad*

**REGISTRAR (RECRUITMENT).**

## HIGH COURT OF MADRAS

### NOTIFICATION No.56 / 2018

Applications are invited, in the prescribed format, for Direct Recruitment to the following posts in the Madras High Court Service:-

SL NO	NAME OF THE POST	SCALE OF PAY (Revised)	NO. OF VACANCIES
1.	Personal Assistant to the Hon'ble Judges	Rs.56,100 - 1,77,500/- + Spl. pay	71
2.	Personal Assistant (to the Registrars)	Rs.36,400 - 1,15,700/-	10
3.	Personal Clerk (to the Deputy Registrars)	Rs.20,600 - 65,500/-	1

**(1) Age:- (as on 01.07.2018):-**

- i. For reserved categories : (Between 18 and 35)  
(SC/SCA/ST/MBC&DC/BC/BCM)
- ii. In case of 'Others' : (Between 18 and 30)
- iii. In case of in-service candidates : (Between 18 and 45)
- iv. For temporary candidates in : (Between 18 and 40\*)  
in the Government Service.

\* Relaxation as per Section 61 of Tamil Nadu Govt. Servants (Conditions of Service) Act, 2016.

**(2)Qualifications:-**

**a.Personal Assistant to the Hon'ble Judges:-** (i) Any Bachelor Degree (ii) Passed in the Government Technical Examination in Shorthand and Typewriting in English - Higher/Senior Grade. (iii) Certificate Course in Computer on Office Automation.

**b.Personal Assistant (to the Registrars) and c.Personal Clerk (to the Deputy Registrars):-** (i) Any Bachelor Degree (ii) Passed in the Government Technical Examination in Shorthand and Typewriting in English and Tamil - Higher / Senior Grade (iii) Certificate Course in Computer on Office Automation.

**NOTE:-** Candidates who do not possess the qualification as mentioned in Clause (iii) may also apply, but they should acquire such qualification, within the period of probation. The said Certificate is not necessary for the Candidates who possess Degree or Diploma in Computer Science or Computer Engineering as one of the subjects approved by UGC/AICTE/Directorate of Technical Education, Tamil Nadu or an equivalent body.

**(3)Fees:** a).For Others / UR / BC / BCM / MBC & DC - Rs.500/- (for each post)  
b).For SC (A) / SC and ST - exempted

Detailed Notification, Application Form and Instructions to Candidates are available in the website of the High Court of Madras ([www.hcmadras.tn.nic.in](http://www.hcmadras.tn.nic.in)).

The filled-in application (hard copy) in the prescribed format with enclosures and soft copy through e-mail ([recruitment.mhc@gov.in](mailto:recruitment.mhc@gov.in)), should reach the Office of the undersigned by 5.45.p.m. on or before 04.05.2018 and on or before 02.05.2018 respectively.

HIGH COURT, MADRAS.  
DATED: 04.04.2018.

REGISTRAR GENERAL.