



HIGH COURT OF MADRAS

NOTIFICATION NO.84 /2019

DATED: 15/05/2019

Date of Notification	15/05/2019
Last date for submission of On-line Applications	12/06/2019
Last date for remittance of fee through Bank	14/06/2019

Applications are invited from eligible candidates **ONLY THROUGH ON-LINE MODE** for direct recruitment to the post of '**Residential Assistant**' in the Madras High Court Service. (The post of '**Residential Assistant**' is a newly created post by conversion from the post of 'Office Assistant').

Note:-

- (a) Applications submitted through <https://www.mhc.tn.gov.in> **WILL ALONE BE** accepted. Applications submitted through any other mode viz., by post, courier, RPAD, e-mail, etc., will not be entertained under any circumstances or for any reasons. No correspondence in this regard will be entertained, under any circumstances.
- (b) Before filling the applications online, the applicants are advised to go through the 'Notification' and 'Instructions to candidates' available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.
- (c) If the candidate is found not eligible to apply, he will be disqualified at the time of scrutiny.

1. NUMBER OF VACANCIES AND PAY SCALE:

NAME OF THE POST	SCALE OF PAY (Revised)	NO. OF VACANCIES
Residential Assistant	Rs.15,700-50,000	180

2. DISTRIBUTION OF VACANCIES:-

Sl. Nos.	Category	No. Of Vacancies
1	GT	20
2	GT (PSTM)	6
3	GT (W)	11
4	GT (W)(DW)	2
5	GT (W) (PSTM)	3
6	GT (Blindness & Low Vision)	1
7	GT (W) (Deaf & Hard of hearing)	1
8	GT (PRIORITY)	9
9	GT (PSTM) (PRIORITY)	2
10	BC (Other than Backward Class Muslim)	17
11	BC (Other than Backward Class Muslim) (PSTM)	5
12	BC (Other than Backward Class Muslim) (W)	10
13	BC (Other than Backward Class Muslim) (W)(DW)	2
14	BC (Other than Backward Class Muslim) (W)(PSTM)	3

15	BC (Other than Backward Class Muslim) (Blindness & Low Vision)	1
16	BC (Other than Backward Class Muslim) (Autism, Intellectual disability, specific Learning disability Mental illness / Multiple disability) (PRIORITY)	1
17	BC (PRIORITY)	8
18	BC(PSTM) (PRIORITY)	1
19	BC(M)	1
20	BC(M)(W)	1
21	BC(M)(W)(DW)	1
22	BC(M) (PSTM)	1
23	BC(M) (PRIORITY)	2
24	MBC/DC	11
25	MBC/DC (PSTM)	4
26	MBC/DC(W)	7
27	MBC/DC(W)(DW)	2
28	MBC/DC(W) (PSTM)	2
29	MBC/DC(Locomotor disability including cerebral palsy, Leprosy cured, dwarfism, Acid attack victims and Muscular Dystrophy)	1
30	MBC/DC (Deaf and Hard of Hearing)	1
31	MBC/DC (PRIORITY)	7
32	MBC/DC(PSTM) (PRIORITY)	1
33	SC	9
34	SC (PSTM)	4
35	SC(W)	6

36	SC(W)(DW)	1
37	SC(W) (PSTM)	1
38	SC(Locomotor disability including cerebral palsy, Leprosy cured, dwarfism, Acid attack victims and Muscular Dystrophy) (PRIORITY)	1
39	SC (PRIORITY)	5
40	SC (A)	2
41	SC(A) (PSTM)	1
42	SC(A)(W)(PSTM)	1
43	SC(A)(W) (DW) (PSTM) (PRIORITY)	1
44	SC(A) (PRIORITY)	1
45	ST	1
46	ST (PSTM) (PRIORITY)	1
	TOTAL	180

3. AGE (as on 01.07.2019):-

Sl. No.	Category of Applicant	Minimum Age (should have completed)	Maximum Age (should not have completed)
1.	For reserved categories i.e. SC /SC(A) /ST / MBC & DC / BC / BCM	18 years	35 years
2.	For Others [i.e., Applicants not belonging to SC / SC(A) / ST / MBC & DC / BC and BCM] and Other State applicants will be treated only as "Others"	18 years	30 years

3.	For In-Service candidates [“In Service candidate” means – Fulltime member or approved / unapproved probationer of the Madras High Court Service or Tamil Nadu Judicial Ministerial Service or the Persons appointed and continuing in service as “Co-Terminus” employee in the Madras High Court Service as on the date of publication of this Notification.]	18 years	45 years
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Explanation-

(i) Candidates should not have born after **01.07.2001** and should not have born before;

(a) **02.07.1984** (in case of reserved categories viz. ,SC / SC(A) / ST / MBC&DC / BC / BCM.)

(b) **02.07.1989** (in case of ‘Others’ i.e., unreserved category/candidates from other states/Candidate from other states)

(c) **02.07.1974** (in case of ‘In-service’ candidates)

(ii) The Persons belonging to the State of Tamil Nadu and Union Territory of Puducherry and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes and Backward Classes (Muslims) as the case may be, will alone be treated as belonging to the respective communities. The Persons belonging to other states (i.e. except Tamil Nadu and Union Territory of Puducherry) will be treated only as unreserved category even though they may belong to one of the reserved Communities in their respective States or Union Territories. Therefore, they cannot seek either age relaxation or reservation or fee concession, under any circumstances. They are required to fill up their category as Unreserved Category (UR)’ in the application form and can compete only under “Unreserved Category (UR)” by paying requisite fee. **Applications of other State candidates, who have applied by citing their communal status in their respective States and without paying fee and age barred (if they have completed 30 years of age as on 1.7.2019) will be summarily rejected and no correspondence in this regard will be entertained.**

(iii) No special age concession is applicable for Differently Abled Candidates, Destitute Widow and Ex-Service Men.

4. EDUCATIONAL AND TECHNICAL QUALIFICATION REQUIRED:

Academic Qualification	Preference
Pass in VIII Standard or its equivalent on the date of notification.	<p>Preference will be given to the candidates having the following Technical Qualification:</p> <p>(i) One year Craft Course, under Regular Stream, in the field of House Keeping / Food and Beverage / Cooking / Bakery from a recognized Institute in Indian Union with two years working experience in the respective field and with a knowledge to converse fluently in Tamil and English, and</p> <p>(ii) Those who are having valid LMV Driving License.</p>

5. EXAMINATION FEE :-

Sl. No.	Category	Amount
(i)	BC / BCM / MBC & DC / Others	Rs.500/-
(ii)	SC(A) / SC / ST (Fee exemption is applicable only to SC(A) / SC / ST candidates belonging to the State of Tamil Nadu and Union Territory of Puducherry)	Total Exemption
(iii)	Differently Abled Persons and Destitute Widow of all communities: (a) For differently Abled Persons, the disability should be not less than 40% [Benchmark Disabilities] (b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from Revenue Divisional Officer / Sub Collector / Assistant Collector.	Total Exemption

Note:

1. Persons claiming Fee concession referred to above and other claims made in the application, have to produce evidence for such claims as and when called for, otherwise, their applications will be summarily rejected and no correspondence in this regard will be entertained.
2. The application of the candidate who makes false claim for fee concession and age relaxation will be rejected at any stage of selection.

6. NATURE OF DUTIES:

- (a) The selected candidates will be deputed to the residence of the Hon'ble Judges and the Registrars of the High Court.
- (b) They should attend to all household duties including cooking, cleaning and other household duties assigned to them from time to time in a professional and dedicated manner and even in odd hours, if need be.
- (c) The candidates must be free from contagious diseases.
- (d) The selected candidates will be posted either at the Principal Seat at Madras (or) at Madurai Bench of the Madras High Court, Madurai and are also liable to be transferred vice versa at any time, depending on the administrative needs and exigencies.

7. MODE OF SELECTION:-

The selection of candidates will be based on written examination, practical test and oral test in the following manner:

(A) WRITTEN EXAMINATION:

The written examination will consist of 50 multiple choice questions (objective type), each carrying 1 Mark. The duration will be 75 minutes.

Single paper containing:

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|--------|------------------------------------|
| PART-A | : General Knowledge (35 questions) |
| PART-B | : General Tamil (15 questions) |

SYLLABUS

Part-A: General knowledge including current affairs, basic arithmetic abilities and knowledge in house-keeping, hygiene, food and beverage service, food production, traffic signs, traffic rules, etc., (The question paper will be bi-lingual i.e. both in English and Tamil. In case of any inconsistency between the English and Tamil versions of the questions, the English version will prevail over the Tamil version)

Part-B : General Tamil, upto 8th standard level of the Tamil Nadu State Government Syllabus.

Minimum qualifying marks:

Part – A : 11 marks

Part – B : 4 marks.

- The candidate should get qualified in parts 'A' and 'B' separately.
- The candidates for Practical Test will be shortlisted, based on merit in the written examination, at a ratio not exceeding 10 times of the number of vacancies or as decided by the Hon'ble High Court, following the rule of reservation. However, in each reservation group, all the candidates, who secure the same mark as that of the cut-off mark for their reservation group, will be admitted to the Practical Test. Therefore, mere securing the minimum qualifying mark in the written examination will not confer any right on the candidate to get qualified for the practical test.
- The marks obtained in the written examination will be only qualifying in nature and the same will not be counted for determining the final order of selection of the candidates.
- Any representation from candidates for changing the date of Examination / Selection process, change of examination centre, for relaxation of conditions mentioned in the advertisement or exam related direction or guidelines or minimum marks or qualification/requirement etc. or for revaluation/re-totalling will not be entertained, under any circumstances.

(B) PRACTICAL TEST (50 Marks) (Minimum qualifying mark: 15 marks)

The candidates shortlisted, as per merit, will be called for practical test, to test their knowledge in House-keeping, hygiene, house-hold articles maintenance, other house-hold duties including food production, cooking, cleaning, food and beverage service etc.

(C) ORAL TEST (10 Marks) (Minimum qualifying mark: 3 marks)

- For oral test, the candidates will be shortlisted in the ratio of 1:3 or such number as decided by the Hon'ble High Court from and out of the qualified candidates, as per merit, following the rule of reservation.
- The object of oral test is to assess the suitability of the candidates by judging their mental alertness, skills, attitude, ethics, character, etc.

Note: No inference of eligibility or competency will automatically be drawn on the basis of experience certificate produced by the candidate.

8. PREPARATION OF SELECTION LIST:

Selection of candidates will be made on the basis of combined marks secured by the candidates in the Practical Test and the Oral Test, as per merit and following the rule of reservation.

9. EXAMINATION CENTRES:

- (a) The Written Examination will be held at Chennai and/or any other place as decided by the Madras High Court.
- (b) The Practical Test and the Oral Test will be held at Chennai and the dates of the same will be intimated to the eligible candidates in due course.
- (c) No TA/DA will be paid to the candidates to appear for the Written Examination / Practical Test / Oral Test.

**C.KUMARAPPAN
REGISTRAR GENERAL**