

A.No. 390 /2017 dated : 14.09.2017

PRINCIPAL DISTRICT COURT, CUDDALORE

ADVERTISEMENT FOR THE FOLLOWING VACANT POST

Applications for the following post (existing vacancy) in respect of Judicial Department of Cuddalore District are invited. With reference to the Hon'ble High Court's order in W.P.No. 33647/2007 & 32836/2007, dated 29.04.2008, vide G.O., the eligible candidates possessing the required educational qualification, age & other qualifications may apply for the said posts in the prescribed format, along with copies of all the testimonials & Certificates duly self attested. All the applications should be sent only by post, the eligible candidates, after due certificate verification, will be called for the selection process.

A call letter has been sent to Cuddalore District Employment officer to sponsor eligible candidates for the following vacant post (existing vacancy) in respect of Judicial Department of Cuddalore District.

Sl. No.	Name of the Post	No. of Vacancy	Scale of Pay	Educational Qualification	Technical Qualification/ Other Skills
1.	Computer Operator	5 Gen. Turn -1 (W-DW-1) MBC & DC -2 (W-DW-1) BC (Other than Muslims) -1 SC -1	5200-20200- PB1A+ GP+2800	Bachelor degree in Computer Science (or) Computer application in recognized university (or) B.A. (or) B.Sc (or) B.Com with diploma in Computer application from recognized university	Typewriting Junior Grade English & Tamil

Sl. No.	Name of the Post	No. of Vacancy	Scale of Pay	Educational Qualification	Technical Qualification/ Other Skills	
2.	Typist (Purely on temp. basis under rule 16 a (i) of TNJMS)	20 Gen. Turn (TM-W-1) Blind -1) MBC & DC (W-2) TM/X/S-1) BC (Other than Muslims) (TM-W-1, W-1) BC (Muslim) (W-DW-1) SC (W-1) ST	-6 -4 -5 -1 -3 -1	5200-20200- PB1A+ GP+2400	SSLC Passed	Must have passed the Government Technical Examination in Typewriting. i) by Higher / Senior Grade in Tamil and English (or) ii) by Higher / Senior Grade in Tamil and Lower / Junior Grade in English (or) iii) by Higher / Senior Grade in English and Lower / Junior Grade in Tamil
3.	Senior Bailiff	8 Gen. Turn (TM-X/S -1) MBC & DC BC (Other than Muslims) (1-Woman) SC (SCA-1)	-2 -2 -2 -2	5200-20200- PB1A+ GP+2400	SSLC Passed	-
4.	Junior Bailiff	13 Gen. Turn (TM-Woman -1) (Woman -1) (TM-X/S-1) MBC & DC (TM – W -1) BC (Other than Muslims) (1-Woman) SC (TM-W-1)	-6 -2 -3 -2	5200-20200- PB1A+ GP+2200	VIII Passed	-
5.	Xerox Operator	14 Gen. Turn (W-DW -1) MBC & DC (W-DW-1) BC (Other than Muslims) (W-DW-1) BC (Muslim) SC (W-DW-1)	-3 -3 -4 -1 -3	4800-10000- PB1A+ GP+1650	SSLC Passed	Practical experience for the period of not less than 6 months in the operation of Xerograph machine

Sl. No.	Name of the Post	No. of Vacancy	Scale of Pay	Educational Qualification	Technical Qualification/ Other Skills
6.	Office Assistant	22 Gen. Turn -7 (W -1) (TM-W-1) (X/S-1) MBC & DC -5 (Ortho-1) (Woman-1) (TM-1) BC (Other than Muslims) -6 (TM-W-1), (W-1) BC (Muslim) -1 (Deaf-1) SC -3 (TM-W-1)	4800-10000- PB1A+ GP+1300	VIII Passed	-
7.	Night Watchman	3 Gen. Turn -1 MBC & DC -1 (TM-W-1) BC (Other than Muslims) -1	4800-10000- PB1A+ GP+1300	Able to read & Write in Tamil	-
8.	Full Time Masalchi	4 Gen. Turn -1 MBC & DC -1 BC (Other than Muslims) -1 SC -1 (SCA-W-DW-1)	4800-10000- PB1A+ GP+1300	Able to read & Write in Tamil	-
9.	Sweeper	3 Gen. Turn -1 MBC & DC -1 SC -1 (SCA-W-DW-1)	4800-10000- PB1A+ GP+1300	Able to read & Write in Tamil	-

Age Limit

Minimum and Maximum age limit for SI.No. 1 to 5 as on 01.07.2017 as follows:

Community	Minimum age	Maximum age
SC/ST/SC(A)	18	35
BC/MBC	18	32
OC	18	30
Physically handicapped	18	40
Ex-Service man (SC/ST/SC(A)/BC/MBC)	-	53
Ex-service man - OC	-	48

Minimum and Maximum age limit for SI.No. 6 to 9 as on 01.07.2017 as follows:

Community	Minimum age	Maximum age
SC/ST/SC(A)	18	35
BC/MBC	18	30
OC	18	30
Physically handicapped	18	40

Note:

1. For SI.No. 1 to 5, there is no age limit for SC, SC(A), ST, BC, MBC/DC candidates possessing higher educational qualification than the minimum educational qualification mentioned for the post.
2. For SI.No. 6 to 9 the age limit mentioned above shall not apply to the appointment of Ex-servicemen.
3. The age limit shall not apply in the case of appointment of widows to the post of Sweeper.

Method / Mode of Selection Process for all categories as follows:

Sl.No.	Method of Test		Marks	Minimum marks for Passing the test
1.	Written Test (Time: 30 Minutes)	G.K. -Tamil SI.No. 1 to 5 Words Dictation SI.No. 6 to 9	25	OC - 10 MBC / BC - 9 SC/ST - 8
2.	Practical Test	(Testing About the skill for the Particular Post)	15	OC - 6 MBC / BC - 5 SC/ST - 4
3.	Interview		10	3 Marks (for all communities)

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Date of Test for all Categories:

Sl. No	Post	Written Test	Practical and Interview
1.	Office Assistant	21.10.2017	04.11.2017
2.	Full Time Masalchi	22.10.2017	05.11.2017
3.	Night Watchman	23.10.2017	06.11.2017
4.	Sweeper	24.10.2017	07.11.2017
5.	Junior Bailiff	11.11.2017	01.12.2017
6.	Senior Bailiff	12.11.2017	02.12.2017
7.	Computer Operator	18.11.2017	09.12.2017
8.	Xerox Operator	19.11.2017	10.12.2017
9.	Typist	25.11.2017	16.12.2017

Place of Written Test and Interview: **District Court Campus, Cuddalore.**

Time of Examination : **Morning 11.00 A.M to 11.30 A.M.**

The Applicants are required to appear before ADR Building at 10.00 a.m. on the date of Examination.

The Applicants who have secured higher marks in the Written exam alone will be called for practical Test and Interview. The shortlisted candidates name list of the practical test & Interview will be notified in the website from third (3rd) day of the date of respective written test.

Applicants are required to bring their Original Certificates at the time of Interview.

Last Date

All the application with recent passport size photos affixed and duly self attested on the right margin of the application in the space provided, as mentioned should be submitted along with self attested copies of all the testimonials, Certificate only by post on or before 28.09.2017 at 5.45 p.m. to the under mentioned address.

**The Principal District Judge,
Principal District Court,
Cuddalore.**

(The application received after the last date will not be entertained under any circumstances)

After Verification of Application, if any found defective the same will be listed and intimated through website. Three days time will be given to the Applicants to rectify their defects in person.

For Category Sl.No.1 to 5, Applicants should approach the office of the Principal District Court, Cuddalore from 24.10.2017 to 26.10.2017 between 11.00 a.m. to 4.00 p.m for rectification of defects in the Application.

For Category Sl.No.6 to 9, Applicants should approach the office of the Principal District Court, Cuddalore from 09.10.2017 to 11.10.2017 between 11.00 a.m. to 4.00 p.m for rectification of defects in the Application.

The Principal District Judge, has the power to select the Qualified and eligible candidates, to postpone all the examinations, if circumstances need to annul the advertisement without any prior intimation. The applicants are strictly instructed to follow the instruction issued along with this notification.

**Place: Cuddalore
Date : 14.09.2017.**

**(S/d) P.Dhanabal,
Principal District Judge,
Cuddalore.**

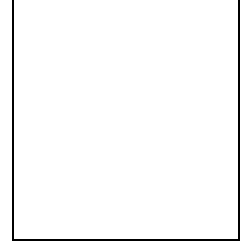
Instructions to the candidates

- **A candidate applying for more than one post, should apply in separate application for each post.**
- **Applicants should mention the post name in the top of the cover for ready reference.**
- All applications should be submitted in the prescribed format, only by post. If more than one application is received, it leads to rejection of application.
- The recent Passport size photograph of the candidates affixed on the application, should be self attested on the top of the photograph. The photograph should not be stapled and the photograph should be affixed in the appropriate place.
- Incomplete applications will be summarily rejected. If any of the claim of the applicant is found to be false, the application of the candidate will be rejected without any notice.
- All further communications/Memo/Intimation for interview will be made only through **website** ecourts.gov.in/tn/cuddalore. "No individual communication will be sent to the applicants other than the communication made in the website, and so the applicants are advised to observe further communication in the website.
- Only self attested photo copies of certificates for age proof, community, education, Technical education and Registration card in Employment Exchange to be submitted along with the application. Original certificates need not be sent.
- **The application received after the last date 28.09.2017 by 5.45 p.m. will not be entertained under any Circumstances.**
- Applicants applying for the post of Xerox Operator should submit the experience certificate.
- The applicants should submit the photo ID residence proof along with the application. It may be any two of the following.
 1. Driving license
 2. Pan Card
 3. 1st page of Bank passbook
 4. Voter's ID card
 5. Ration card
 6. Aadhar Card

Place: Cuddalore
Date : 14.09.2017.

(S/d) P.Dhanabal,
Principal District Judge,
Cuddalore.

**முதன்மை மாவட்ட நீதிமன்றம், கடலூர் மாவட்டம்
விண்ணப்பப்படிவம்**



1. விண்ணப்பிக்கும் பதவியின் பெயர் :
2. விண்ணப்பதாரரின் பெயர் :
3. தந்தை / கணவர் பெயர் :
4. பிறந்த தேதி மற்றும் வயது (01.07.2017 ன் படி) :
நகல் இணைக்கப்பட வேண்டும்
5. பாலினம் :
6. கல்வித் தகுதி :
(8 / 10/ 12ம் வகுப்பு சான்றிதழ்களின் நகல், மாற்றுச் சான்றிதழ் நகல் கண்டிப்பாக இணைக்கப்பட வேண்டும். கூடுதல் கல்வித் தகுதிக்கு அதற்குரிய கல்விச் சான்றிதழ்களின் நகல் இணைக்கப்பட வேண்டும்)
7. இனப்பிரிவு (நகல் இணைக்கப்பட வேண்டும்) : OC / BC/ MBC/ SC/ SCA/ ST
(உரியவற்றை தேர்ந்தெடுக்கவும்)
8. ஜாதி (உட்பிரிவுடன்) :
9. மதம் :
10. பிறப்பிடம் :
11. திருமணமானவரா ? :
12. நிரந்தர முகவரி :
13. முன் அனுபவம் :
14. முன்னுரிமை கோருகிறீரா ? (ஆம் எனில், :
உரியவற்றை தேர்ந்தெடுக்கவும் உரிய சான்றிதழின் :
நகல் இணைக்கப்பட வேண்டும்) :
1) ஆதரவற்ற விதவை
2) மாற்றுத் திறனாளி
3) முன்னால் இராணுவ படைவீரர்
4) கலப்புத் திருமணம் செய்துகொண்டவர்
15. தமிழ் வழிக்கற்றவரா ? ஆம் எனில் உரிய :
சான்றிதழின் நகல் இணைக்கப்பட வேண்டும்)
16. விண்ணப்பதாரரின் மேல் காவல் துறையில் வழக்கு :
எதுவும் நிலுவையில் உள்ளதா ?
17. இணைக்கப்பட்ட சான்றிதழ்களின் நகல்கள் :
எண்ணிக்கை

மேற்கண்ட விவரங்கள் அனைத்து உண்மை என உறுதியளிக்கிறேன்.

இடம்.
நாள்.

விண்ணப்பதாரரின் கையொப்பம்