

SUPREME COURT OF INDIA

F.6/2014/Sr. P.A. & P.A./SCA(I)
New Delhi, dated 10 May, 2014.

ADVERTISEMENT

Applications in the prescribed form are invited from Indian Citizens who fulfill the following essential qualifications as on 1.5.2014 for preparation of panel for appointment to the posts of Senior Personal Assistant in the Pay Band of Rs. 9300-34800/- with grade pay of Rs. 4600/- and Personal Assistant in the Pay Band of Rs. 9300-34800/- with grade pay of Rs. 4200/- plus usual allowances as admissible under the Rules:-

Essential Qualifications:-

i) For the post of Senior Personal Assistant

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

ii) For the post of Personal Assistant

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

Age Requirement:-

Candidates should be below 28 years of age for applying to the post of Senior Personal Assistant and 27 years of age for applying to the post of Personal Assistant. Usual relaxation in age will be admissible to the candidates belonging to OBC/SC/ST/PH/Ex-Servicemen and Dependents of Freedom Fighter Category as per Government Rules. There will be no upper age limit for departmental candidates who are already in service of Supreme Court Registry. The relaxation in upper age will not be applicable to the candidates who are working in other Govt. Departments/Public Sector Undertakings etc.

Reservation:- Reservation in direct recruitment for the candidates belonging to Scheduled Castes, Scheduled Tribes, Physically Challenged and Ex-Servicemen 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 Band and Grade Pay corresponding to the Pay Band and Grade Pay prescribed for the posts of Senior Personal Assistant and Personal Assistant, subject to such modification, variation or exception as the Chief Justice may, from time to time, specify. Reservation for dependents of Freedom Fighters shall be in accordance with the orders issued by the Chief Justice of India.

Scheme of Examination/Selection for the post of Senior Personal Assistant

The eligible candidates will have to appear in the tests in the following subjects:-

	<u>Duration</u>
(1) 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)	1½ hours
(2) Objective Type Computer Knowledge Test	15 Minutes
(3) Shorthand (English) Test at the speed of 110 w.p.m.	7 Minutes
(4) Computer Test at the speed of 40 w.p.m.(less than 3% mistakes allowed)	10 Minutes

Scheme of Examination/Selection for the post of Personal Assistant

The eligible candidates will have to appear in the tests in the following subjects:-

	<u>Duration</u>
(1) 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)	1½ hours
(2) Objective Type Computer Knowledge Test	15 Minutes
(3) Shorthand(English) Test at the speed of 100 w.p.m.	7 Minutes

- (4) Computer Test at the speed of 40 w.p.m.(less than 3% mistakes allowed) 10 Minutes

The candidates will first be subjected to Objective Type Written Test and Computer Knowledge Test and the candidates who qualify both the objective type tests will be called for skill test in stenography and typing speed test on Computer. The candidates who qualify in all the tests will then be called for an interview.

General Information

Applications must be on the form obtained from Supreme Court. The Application kit can be obtained on any working day from **Monday to Friday between 10.30 a.m. to 1.00 p.m. and 2.00 p.m. to 4.30 p.m. from 19.5.2014 to 20.6.2014** against non-refundable Demand Draft of Rs. 300/- (Rs. 150/- in case of SC/ST/PH/Ex-Servicemen and Dependent of Freedom Fighter candidates subject to furnishing a copy of their respective Category Certificates) in favour of Registrar(Admn.), Supreme Court of India, payable at New Delhi from New Reception Counter of Supreme Court of India, near Gate "E", Mathura Road Side or by sending at his/her own risk a self addressed envelope of 32 cm X 25 cm size with postage stamp of Rs. 70/- sending the application to affixed thereon alongwith DD (**Indian Postal Order will not be accepted**) of the requisite amount, in favour of Registrar(Admn.), Supreme Court of India, payable at New Delhi with a copy of Caste Certificate, if any. Request for sending application kit by post must be made immediately on publication of the advertisement to avoid postal delay. Candidates applying for both the posts shall have to make separate applications with separate requisite fee.

The candidates who fulfill the prescribed qualifications and eligibility conditions should submit the application in the prescribed form duly filled in at the New Reception Counter of Supreme Court of India, near Gate "E", Mathura Road Side on any working Monday to Friday between 10.30 a.m. to 1.00 p.m. and 2.00 p.m. to 4.30 p.m. till 20.6.2014. Applications can also be sent by Registered A/D Post addressed to Registrar (Admn. I), Supreme Court of India, Tilak Marg, New Delhi-110201 in the envelope provided with the application form so as to reach latest by 20.6.2014. The Registry will not be responsible for any postal loss or delay. The last date for receipt of applications is 20.6.2014.

The candidates belonging to SC/ST/OBC/Physically Challenged/ Ex-Servicemen and Dependents of Freedom Fighters should attach with their applications an attested copy of the certificate to that effect from the Competent Authority.

The Physically Challenged candidates will be extended the same concessions/facilities as are allowed by SSC/UPSC in Written and Skill Tests conducted by them.

Candidates already in service should submit their applications through proper channel only.

The candidates selected will have to work even at odd hours and holidays and should bear this in mind while applying for the post. They will have to submit an undertaking that without demur they will work even at odd hours and holidays and they are accepting the appointment subject to such conditions.

The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by this Registry viz. Written/Objective Type Computer Knowledge Test/Shorthand Skill Test/Typing Speed Test on Computer and the Interview will be purely provisional subject to their furnishing documentary proof in support thereof. If on verification at any time before or after the said tests/interview, it is found that the candidate does not fulfill any of the eligibility conditions, his/her candidature for the examination shall stand cancelled without any notice or further reference.

Any application received by the Registry after the last date shall not be entertained under any circumstances.

No TA/DA will be payable to the candidates for appearing in the tests/interview.

Sd/-

(M.K. Hanjura)
Registrar (Admn.I)