

SUPREME COURT OF INDIA

No. F.6/Sr. PA/2009-SCA(I)  
New Delhi, Dated 11<sup>th</sup> September, 2009

ADVERTISEMENT

Applications in prescribed form are invited from Indian citizens who fulfill the following essential qualifications and other eligibility conditions as on 1.9.2009 for preparation of a panel for appointment to the post of Senior Personal Assistant in the Pay Band of Rs. 9300-34,800/- with Grade pay of Rs.4,200/- plus usual allowances as admissible under the Rules:-

Essential Qualifications:-

- (1) Degree of a recognized 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.

Age Requirement:- Candidates should be below 28 years. Usual relaxation in age will be admissible to SC/ST/OBC candidates and ex-servicemen 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 limit will not be applicable to the candidates who are working in other Govt Departments/Public Sector Undertakings.

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 posts carrying the pay Band and Grade Pay corresponding to the pay Band and Grade Pay prescribed for the post of Senior Personal Assistant, subject to such modification, variation or exception as the Chief Justice may,

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

	Duration
(1) Objective Type Question paper with multiple choice answers containing 100 questions (consisting of 50 General English questions, 25 General Aptitude questions and 25 General Knowledge questions)	1 ½ Hours
(2) Shorthand(English) Test at the speed of 110 w.p.m. for shortlisted candidates who qualify in the Written Test.	7 Minutes
(3) Computer Test at the speed of 40 w.p.m.	10 minutes.

The candidates are required to transcribe the dictated passage on Computer which will be provided at the Test Centre. In order to assess the knowledge of Computer Operation, the candidate has to undergo the following tests:-

- ( a ) Opening and shutting down of the Computer.
- ( b ) Retrieval of information from Supreme Court Website
- ( c ) Use of Internet.

The candidates who qualify in the prescribed Written, Shorthand and Computer Tests will be required to appear for an interview before an Interview Board.

General Information:- Application must be on the form obtained from the Supreme Court. The Application Kit can be obtained on any Monday to Friday between 10.30 A.M to 01.00 P.M. and 2.00 P.M. to 4.00 P.M. and on Saturdays between 10.30 a.m to 12.30 p.m. from **14.9.2009 to 5.10.2009** against non-refundable Demand Draft/Pay Order for Rs.300/- (Rs.150/- in case of SC/ST/Physically Challenged/Ex-Servicemen and dependents of Freedom Fighters) in favour of Registrar, Supreme Court of India, payable at New Delhi from the Reception Counter of Supreme Court of India near Gate B, Opposite UCO Bank or by sending at his/her own risk a self addressed envelope of

32cmX25cm size with postage stamp of Rs. 60/- affixed thereon alongwith Demand Draft of the requisite amount, in favour of Registrar, Supreme Court of India payable at New Delhi. Request for sending Application kit by post must be made immediately on publication of the advertisement to avoid postal delay.

The candidates who fulfill the prescribed qualifications and eligibility conditions should submit the application in the prescribed form duly filled in at the Reception Counter of the Supreme Court of India on any Monday to Friday between 10.30 A.M. to 1.00 P.M. and 2.00 P.M. to 4.00 P.M. and on Saturdays between 10.30 a.m. to 12.30 p.m. till 5.10.2009. Applications can also be sent by Registered AD post addressed to Additional Registrar (Admn.I), Supreme Court of India, Tilak Marg, New Delhi-110001 in the envelope provided with the application form so as to reach latest by 4.30 P.M. on 5.10.2009. The Registry will not be responsible for any postal loss or delay.

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.

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/Shorthand/Computer Tests and the Interview will be purely provisional subject to their satisfying the prescribed eligibility conditions by way of 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/-  
Assistant Registrar(Admn.I)  
11.9.2009

**Note: The Supreme Court Registry shall remain closed w.e.f. 21<sup>st</sup> September, 2009 to 28<sup>th</sup> September, 2009 on account of Dussehra Holidays. However, the Application Kits will also be available at Reception Counter of the Registry from 10.30 a.m to 1.00 p.m and 2.00 p.m to 4.30 p.m from 21<sup>st</sup> September, 2009 to 25<sup>th</sup> September, 2009.**

## **UNDERTAKING**

I \_\_\_\_\_ hereby undertake that I shall without demur work even at odd hours and on holidays. I am offered the appointment and accept the same subject to this condition. In case I fail to abide by this undertaking, I shall have no claim or any right to continue in the post of Senior Personal Assistant and the appointing authority shall be at liberty to revert me back from the said post without assigning any reason.

Date :