



**PRINCIPAL DISTRICT COURT, NAMAKKAL
ADVERTISEMENT FOR RECRUITMENT TO FILL UP THE
VACANCIES IN THE VARIOUS POSTS IN THE CIVIL UNIT OF
NAMAKKAL JUDICIAL DISTRICT**



(as per the Order of the Hon'ble High Court Madras, in W.P.No.22612/2010, dt.2.8.2012 and W.A.No.1027/2013, dated 09.06.2014 and as per the directions issued in G.O(Ms.) No.44, Labour and Employment (T2) Department, dt.11.3.2015.)

Applications for filling up of the following vacant posts in Tamil Nadu Judicial Ministerial Service, Tamil Nadu General Subordinate Service Rules & Tamil Nadu Basic Services in the Civil Unit of Namakkal Judicial District are invited. Eligible candidates may apply for the said posts in the prescribed format along with copies of all the testimonials and certificates duly **self attested** by the applicant. **Applications should be sent only by Registered post.** The eligible candidates, after due verification, will be called for to attend in the further selection process.

(I) NAME OF THE POST	COMPUTER OPERATOR
PAY (as per the Tamil Nadu Revised Pay Rules, 2017)	Level No.10 Minimum Pay: Rs.20600/- + Allowances (as per the rules in force)
EDUCATIONAL QUALIFICATION	A pass in Bachelor's Degree in Computer Science/Computer Applications from a recognized University of Indian Union or a Bachelor's degree in B.A., or B.Sc., or B.Com., from a recognized University of Indian Union with a Diploma in Computer Applications from a recognized University.
TECHNICAL QUALIFICATION	Typewriting Junior Grade (in English and Tamil)
NUMBER OF VACANCIES	6 (SIX)
ROSTER TURNS	BC (Other than Muslims) (Priority) – 1
	GT (Non-priority) (Women-Destitute Widow) -1
	SC (Priority) – 1
	MBC & DC (Non-priority) (Women-Destitute Widow) -1
	BC (Other than Muslims) (Non-Priority) (Women-Destitute Widow) -1
	GT (Non Priority) – 1

(II) NAME OF THE POST	SENIOR BAILIFF
PAY (as per the Tamil Nadu Revised Pay Rules, 2017)	Level No.8 Minimum Pay: Rs.19500/- + Allowances (as per the rules in force)
EDUCATIONAL QUALIFICATION	Must possess minimum General Educational Qualification Viz., must have passed S.S.L.C Public examination or its equivalent.
NUMBER OF VACANCIES	2 (TWO)
ROSTER TURNS	MBC & DC (Priority) -1
	BC (Other than Muslims) (Priority) – 1

(III) NAME OF THE POST	JUNIOR BAILIFF
PAY (as per the Tamil Nadu Revised Pay Rules, 2017)	Level No.7 Minimum Pay: Rs.19000/- + Allowances (as per the rules in force)
EDUCATIONAL QUALIFICATION	Must Possess Minimum General Educational Qualification Viz., Must Have Passed S.S.L.C Public Examination or its equivalent.
NUMBER OF VACANCIES	5 (FIVE)
Roster Turns	SC (Arunthathiar) (Priority)(Women-Destitute Widow) – 1
	MBC & DC (Priority) – 1
	BC (Other than Muslims) (Priority) – 1
	GT (Non-Priority) (Women-Destitute Widow) – 1
	SC (Priority) – 1

(IV) NAME OF THE POST	XEROX MACHINE OPERATOR
PAY (as per the Tamil Nadu Revised Pay Rules, 2017)	Level No.3 Minimum Pay: Rs.16600/- + Allowances (as per the rules in force)
EDUCATIONAL QUALIFICATION	Must possess minimum General Educational Qualification Viz., must have passed S.S.L.C Public examination or its equivalent.
TECHNICAL QUALIFICATION	Not less than two years experience in taking copies in xerox copies (Approved Experience certificate should be enclosed)
NUMBER OF VACANCIES	7 (SEVEN)
ROSTER TURNS	BC (Other than Muslims) (Priority) – 1
	GT (Non-Priority) (Women-Destitute Widow) – 1
	MBC & DC (Non-Priority) (Women-Destitute Widow) – 1
	BC(Other than Muslims) (Non-Priority) (Women-Destitute Widow) – 1
	GT (Non-Priority) – 2
	BC (Other than Muslims) (Non-Priority) – 1

(V) NAME OF THE POST	RECORD CLERK
PAY (as per the Tamil Nadu Revised Pay Rules, 2017)	Level No.2 Minimum Pay: Rs.15900/- + Allowances (as per the rules in force)
EDUCATIONAL QUALIFICATION	Must possess minimum General Educational Qualification Viz., must have passed S.S.L.C Public examination or its equivalent.
NUMBER OF VACANCIES	3 (THREE)
ROSTER TURNS	GT (Priority) – 1
	SC (Arunthathiar) (Priority) (Women-Destitute Widow) – 1
	MBC & DC (Priority) – 1

(VI) NAME OF THE POST	OFFICE ASSISTANT
PAY (as per the Tamil Nadu Revised Pay Rules, 2017)	Level No.1 Minimum Pay: Rs.15700/- + Allowances (as per the rules in force)
EDUCATIONAL QUALIFICATION	Must have 8 th Passed.
NUMBER OF VACANCIES	18 (EIGHTEEN)
ROSTER TURNS	GT (Non-Priority) (Blind) – 1
	SC (Tamil Medium) (Non-Priority) (Ex-Service Man) – 1
	BC (Other than Muslims) (Non-Priority) (Women) – 2
	GT (Priority) – 2
	MBC & DC (Tamil Medium) (Non-Priority) (Women) – 1
	BC (Other than Muslims) (Tamil Medium) (Non-Priority) – 1
	GT (Non-Priority) – 2
	SC (Non-Priority) (Women) – 1
	MBC & DC (Priority) – 1
	BC (Muslim) (Non-Priority) (Deaf) – 1
	BC (Other than Muslims) (Priority) – 1
	GT (Tamil Medium) (Non-Priority) (Women) – 1
	SC (Non-Priority) – 2
MBC & DC (Non-Priority) – 1	

(VII) NAME OF THE POST	MASALCHI
PAY (as per the Tamil Nadu Revised Pay Rules, 2017)	Level No.1 Minimum Pay: Rs.15700/- + Allowances (as per the rules in force)
EDUCATIONAL QUALIFICATION	Must able to read and write in Tamil.
NUMBER OF VACANCIES	7 (SEVEN)
ROSTER TURNS	BC (Other than Muslims) (Tamil Medium) (Non-Priority) (Women) – 1
	GT (Tamil Medium) (Non-Priority) (Women) – 1
	BC (Other than Muslims) (Priority) – 1
	MBC & DC (Priority) – 1
	GT (Non-Priority) (Women) – 1
	BC (Other than Muslims) (NP) (Women) – 1
	GT (Tamil Medium) (Non-Priority) (Ex-Service Man) – 1

(VIII) NAME OF THE POST	NIGHT WATCHMAN
PAY (as per the Tamil Nadu Revised Pay Rules, 2017)	Level No.1 Minimum Pay: Rs.15700/- + Allowances (as per the rules in force)
EDUCATIONAL QUALIFICATION	Must able to read and write in Tamil.
NUMBER OF VACANCIES	2 (TWO)
ROSTER TURNS	GT (Non-Priority) (Women-Destitute Women) – 1
	MBC & DC (Non-Priority) (Women-Destitute Widow) – 1

(IX) NAME OF THE POST	SWEEPER
PAY (as per the Tamil Nadu Revised Pay Rules, 2017)	Level No.1 Minimum Pay: Rs.15700/- + Allowances (as per the rules in force)
EDUCATIONAL QUALIFICATION	Must able to read and write in Tamil.
NUMBER OF VACANCIES	2 (TWO)
ROSTER TURNS	GT (Priority) – 1
	SC (Arunthathiar) (Priority) (Women-Destitute Widow) – 1

Age limit (as on 1.7.2017) :

Sl.No.	Category of candidates	Minimum age limit	Maximum age limit
1.	Scheduled Caste / Scheduled Caste (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	18 years	35 years
2.	Most Backward Classes / Denotified Communities, Backward Classes and Backward Classes (Muslims)		32 years
3	“Others” (i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs)		30 years

(Age relaxation concession will be made with reference to the existing Government rules/Government orders.)

Mode of Selection process:

Sl.No.	Name of the Post	Method of Test
1.	Computer Operator	Written Test, Practical Test and Personal Interview
2.	Xerox Machine Operator	
3.	Senior Bailiff	Written Test and Personal Interview
4.	Junior Bailiff	
5.	Record Clerk	
6.	Office Assistant	
7.	Masalchi	
8.	Night Watchman	
9.	Sweeper	

Last Date: Applications with passport size photo affixed and duly signed 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, certificates **by the Registered post only** on or before **20.11.2017, till 5.30 P.M.** to the undermentioned address.

**The Principal District Judge,
Principal District Court,
Namakkal -637 003.**

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

The Principal District Judge, Namakkal has the power to select the qualified and eligible candidates or to postpone the interview, and if circumstances need to annul the advertisement without any prior intimation. The applicants are strictly instructed to follow the instructions issued along with this notification. Failure in following the instructions will lead to rejection of the application.

Place: Namakkal
Date: 30.10.2017

Sd/-K.H.Elavazhagan,
Principal District Judge,
Namakkal.

INSTRUCTIONS TO THE CANDIDATES

1. Application in the prescribed format (which can be downloaded from the website noted below) should be submitted **only by Registered Post**. Applications received through other mode shall not be accepted.
2. A candidate should be sent only one application in a postal cover, if applying for more than one post, separate application should be sent in separate postal cover. Failing which, the applications will be summarily rejected.
3. Applicants should mention the name of the post for which they applied, on the envelope and also in the prescribed column in the application without fail. Failing which, the application will be summarily rejected.
4. A recent passport size photograph of the candidate should be affixed on the appropriate place in the application and it should be signed by the applicant. Only self attested copies of certificates should be enclosed along with application and original certificates should not be sent. Applications submitted without necessary copy of certificates duly self-attested, will be summarily rejected. However, the applicants should submit all the original certificates at the time of Interview, if they called for.
5. Incomplete applications and applications containing false informations will be summarily rejected.
6. If any of the claim of the applicant as mentioned in the application is found to be false, the candidature of the application will be rejected without any notice.
7. On claiming priority, copy of certificate with regard to the priority should be enclosed with the application. Failing which, the application will be summarily rejected.
8. On claiming preference for studied in Tamil Medium, the candidate must produce PSTM certificate issued by the Head of Institution, failing which, the application will be summarily rejected.
9. Applicant should submit the copy of the photo ID for residence proof along with the application. It may be any of two of the following (i) Aadhar Card, (ii) Voter's ID Card, (iii) Driving Licence, (iv) Ration Card and (v) First page of Bank account Passbook. Failing which, the application will be summarily rejected.
10. Application should be duly signed in the appropriate place, failing which, the application will be summarily rejected.
11. All further communications/memo/intimation for interview/rejection of application etc., will be made only through the website www.ecourts.gov.in/tn/namakkal. 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.

Place: Namakkal.
Date: 30.10.2017.

Sd/-K.H.Elavazhagan,
Principal District Judge,
Namakkal.

APPLICATION FORM

Self attested
Passport Size
photo of the
Applicant

1	Name of the post applied for	:			
2	Name of the Applicant (in English) as per the Certificate	:			
3	Name of the Father / Husband	:			
4	Date of Birth	:	DD	MM	YYYY
5	Sex	:	Male / Female		
6	1) Educational Qualifications (Copy of certificates along with copy of TC to be enclosed)	:			
	2) Additional Qualifications (Driving, Plumbing, Electrician, Typing, Shorthand, Computer Knowledge). If so, copy of certificate to be enclosed.	:			
7	Community (tick appropriate place) (Copy of certificate to be enclosed)	:	(OC / BC / MBC / SC / SCA / ST)		
8	Caste (with Sub Caste)	:			
9	Nationality / Religion	:			
10	Native Place (Town / District)	:			
11	Whether the applicant married	:	Yes / No		
12	Permanent Address	:			
13	Experience, if any. (If so, copy of certificate to be enclosed)	:			
14	Do you claim priority? If so, copy of certificate to be enclosed.	:			
	1. Destitute Widow	:			
	2. Physically challenged person	:			
	3. Ex-Service Men or dependent of Ex-Service Men	:			
	4. Intercaste marriage	:			
	5. Others	:			

15	Have you claiming preference for studying in Tamil Medium? if yes, PSTM certificate to be enclosed.	:	Yes / No
16	Is the applicant punished in any criminal case?	:	Yes / No
17	Is there any Criminal case pending against the applicant. If yes state the details.	:	Yes / No
18	List of enclosures	:	

I assure that all the details furnished above are true to the best of my knowledge.

Place:

Date:

Signature of the applicant