

INSTRUCTIONS TO THE CANDIDATES
APPLYING FOR
THE POST OF DISTRICT JUDGE (ENTRY LEVEL)
BY DIRECT RECRUITMENT
IN THE TAMIL NADU STATE JUDICIAL SERVICE

1. ELIGIBILITY

- (a) The candidate must be a citizen of India.
- (b) The candidate must possess adequate knowledge to read, write and speak in English and Tamil.
- (c) The conduct, character and antecedents of the candidate must be good and suitable in all respects for appointment to the service. The candidate must produce a certificate of character and conduct from a Senior Advocate or counsel or a Advocate who has a standing of not less than 10 years at the Bar and the other two from responsible persons, not being a relative but the persons certifying shall be residing/working in the locality where the candidate resides/works and are well acquainted with the candidate in his/her personal life in original, whenever called for in the format prescribed in **Annexure-A**. The said certificate should be obtained only after the date of publication of the Notification.
Note: – The persons certifying need not be Gazetted Officers or Government Servants or Judicial Officers.
- (d) The candidate must submit Certificate of Experience at the Bar/ Character and Conduct Certificate from the District Collector concerned/Service Certificate for Assistant Public Prosecutors from the Director of Prosecution, in the format prescribed in **Annexure-B**, whenever called for, in original.
- (e) The candidate shall submit the details of cases appeared independently/assisted his/her Senior Advocate as mentioned in the format prescribed in **Annexure-C**, whenever called for, in original.
- (f) The candidate must be a person of sound health and clean habits. No person will be appointed as a member of the Service unless he/she is in good mental and physical health except a person who is claiming reservation under ‘THE RIGHTS OF PERSONS WITH DISABILITIES ACT’, 2016.

2. DISQUALIFICATION FOR APPOINTMENT:

No person shall be qualified for appointment to the District Judge (Entry Level) by direct recruitment and continue in service:-

- (a) If he/she, having a spouse living, has entered into, or contracted marriage with another person or living in relationship with any person (or)
- (b) If he/she was dismissed or removed on stigmatic termination of service by Central Government or High Court or any State Government or Statutory or Local authority or from any employment (or)
- (c) If a candidate after being selected in any Service, has been discharged/removed from such service or convicted/acquitted/discharged of any offence or if a candidate who is or has been temporarily or permanently debarred or disqualified by the High Court or the Union Public Service Commission or any State Public Service Commission or any other Recruitment Agency, Board or Commission, from appearing for examinations/interview or selections conducted by it, which in the opinion of the High Court not suitable for appointment (or)
- (d) If a candidate has been removed or suspended from its roll by the Bar Council (or)
- (e) If any disciplinary proceedings has been initiated or penalty or punishment has been imposed or contemplated by any Disciplinary Authority or Court, which in the opinion of the Hon'ble High Court, renders him unsuitable for appointment to the Tamil Nadu State Judicial Service (or)
- (f) If, being an Assistant Public Prosecutor / Government Pleader placed under suspension/ Disciplinary Proceedings initiated/ contemplated or pending either under Rule 17(a) or 17(b) of Tamil Nadu Civil Services (Discipline & Appeal) Rules, or any other Rules (or)
- (g) If, being an Advocate, was found guilty of professional misconduct by the Bar Council under the provisions of Advocates Act, 1961 (Central Act 25 of 1961) or orders of the Court or Judicial forum (or)
- (h) If, the candidates do not fulfil the Qualifications prescribed in "the Rules", (or)
- (i) If, he/she influences or attempts to influence, or obtains or attempts to obtain, any favour in any form at any stage of selection process (or) through any person of influence or officers of Government / High Court (or)
- (j) If impersonates by or for the candidate (or)
- (k) If makes or submits any forged document in support of his/her candidature (or)
- (l) If he/she conceals any material information or provides any false information at any stage of selection process (or)

- (m) If he/she uses or attempts to use, improper or illegal means, either for purpose of being permitted to appear in examination or at any stage of examination, in examination room/hall (or)
- (n) If he/she, during examination, harasses or threatens or uses un-parliamentary words or causes physical injury to or misbehaves with, any Officer or employee engaged there or any candidate (or)
- (o) If he/she, disobeys any directions relating to examination including oral directions by the invigilator or observer or any other officer or employee engaged for conducting examination.

3. RESERVATION IN APPOINTMENT:

(a) Subject to the provisions of the Tamil Nadu State Judicial Service (Cadre and Recruitment) Rules, 2007, the rule of Reservation followed in the State of Tamil Nadu will be applicable.

(b) The Rule of Reservation and the distribution of vacancies for BC/BC(M)/MBC&DC/SC/SC(A)/ST/W/PSTM/DAP (Persons with Disabilities) candidates will apply in accordance with the Policy/Rules/Instructions issued by the Government of Tamil Nadu from time to time. The benefit of reservation is admissible only to bonafide domiciles/residents of the State of Tamil Nadu.

(c) The Category of reservation and all other information once filled in the application form shall not be allowed to be changed.

(d) Reservation in appointment to "Destitute Widows" and "Ex-Servicemen" will not apply to this recruitment.

(e) The Persons belonging to the State of Tamil Nadu and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiar) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes or Backward Classes (Muslims), as the case may be, will alone be treated as belonging to the respective communities. The Persons belonging to other States / Union Territories (i.e. except the State of Tamil Nadu) 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 in appointment 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/Union Territory candidates i.e. except the State of Tamil Nadu, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred will be summarily rejected and no correspondence in this regard will be entertained.**

(f) No special age relaxation is applicable for Destitute Widows and Ex-Servicemen.

(g) Success in the examination does not confer any right to appointment unless the High Court of Madras is satisfied after such enquiry, as may be considered necessary that the candidate is suitable in all respects for appointment.

(h) The post of District Judge (Entry Level) has been identified as suitable for **LV, HH, LD (OA, OL, BL) LC, DF, AC, CP, MuD, LD (others)** (without the assistance of the scribe and with the assistive device) categories of Differently Abled Persons as per G.O. (Ms.)No.9, Welfare of Differently Abled Persons (DAP 3.2) Department, dated 23.03.2023. [**LV-Low Vision, HH-Hard of Hearing, OA-One Arm, OL-One Leg, BL-Both Legs, LC-Leprosy cured, DF-Dwarfism, AC-Acid Attack Victims, CP- Cerebral Palsy, MuD – Muscular Dystrophy**

LD (Others) – Scoliosis and / or Kyphoscoliosis, Kyphosis, Spinal Cord Injuries and Spine Kyphoscoliosis, in addition to this type of Locomotor Disabilities notified by the Government of India in Gazette part II 3 (ii) dated 05.01.2018, Ministry of Social Justice Notification, dated 04.01.2018 Sl.No.76(E) Annexure II]

(i) On selection, the candidate claiming reservation under the Differently Abled Category, should submit a Certificate from the Medical Board attached to a Government Hospital, specifying the nature of physical disability and further certifying that the physical disability is not one which could render the candidate incapable of efficiently discharging his/her duties as District Judge (Entry Level) in the Tamil Nadu State Judicial Service.

(j) '**Persons Studied in Tamil Medium' (PSTM)** as mentioned in the 'Distribution of vacancies' in the Notification, means persons who have passed the Law Degree (UG Level) from I standard **through Tamil medium of instruction**. Therefore, the candidates claiming reservation under 'Persons Studied in Tamil Medium' should produce a certificate in the Form Specified in **Annexure – D**, from the Institution, where he/she studied. Having written the degree examinations or competitive examinations in Tamil Language alone will not qualify the candidate for claiming this reservation. If the candidates with PSTM certificate are not available for selection for appointment against reserved turn, such turn shall be filled by Non-PSTM candidates belonging to the respective category.

4. HOW TO APPLY:-

The online application for the examination consists of two parts:

- A. Registration
- B. Filling up of Application

A. For Registration : The Applicants are required to visit www.tn.gov.in and <https://www.mhc.tn.gov.in> and click on “**REGISTER YOURSELF**” and enter the following details:

1. E-mail ID
2. Mobile No.
3. Name (Initial and Name as in the Secondary School Leaving Certificate - SSLC)
4. Create Password
5. Retype Password and
6. Enter Captcha Code

After entering all the details, the applicants shall click on “**SUBMIT**”; a link will be sent to the applicants registered E-mail ID for activation. The applicants shall click on the link and activate the same. Once activated, the applicants can login to apply by using his/her E-mail ID as the User ID and the Password created by him/her during registration.

NOTE:

- (i) The candidates are requested not to disclose their login credentials to anyone and the Madras High Court will not be responsible for any misuse of data. Registered e-mail ID and registered password of the candidates must be noted and preserved for future use.
- (ii) Candidates are advised to have a valid Mobile Number/valid personal e-mail ID. In case the candidates do not have a valid email ID/Mobile Number, they should create their own email ID and obtain mobile number before applying online and must keep the email account/mobile number active throughout the selection process.
- (iii) No request regarding change in Mobile Number/e-mail ID will be entertained. The High Court will send various intimations relating to the recruitment through SMS only to the Mobile Number registered during the process of recruitment.
- (iv) The High Court of Madras will not be responsible in any manner, for non delivery of SMS at any stage either due to non-lifting of the mobile phone or if the same is out of coverage area or is out of order due to some technical fault on the part of the candidate or service provider.
- (v) It will be the responsibility of the candidate to update himself/herself by visiting the Recruitment Portal of the Madras High Court <https://www.mhc.tn.gov.in> periodically for any important announcement.

- (vi) The High Court of Madras will not be responsible in case of any communication not reaching the candidate due to defect in given mobile number.

B. Steps for Applying:

1. After Registration, the applicants shall login with the User ID and Password created by the applicants.
2. The online application form consists of 5 Steps.
3. After completion of Step-1 to Step-5, the applicants should check the details entered by them. Once the “**SUBMIT**” button is clicked, the applicants will not be able to change any of the details submitted in the application.

- (i) **Step One (Personal Information):** The applicants shall fill their personal information as required in the application form. They shall upload their scanned copy of passport size photograph of high contrast (**i.e. not more than three months old from the date of publication of the notification**) and their full signature. After submitting the personal information, the applicants shall select the “**SAVE/NEXT STEP**” button to proceed to Step-2.

Note:-

Photograph, shall be in JPEG format in size between 20 KB and 50 KB with dimensions of 230 pixels and 200 pixels, height and width respectively. Signature, shall be in JPEG format with size less than 20 KB with dimensions of 60 pixels and 140 pixels, height and width respectively.

- (ii) **Step Two (Educational Qualification Details):** The applicants shall fill the particulars relating to Educational Qualification, Language Proficiency, Enrollment & Service Details as required in the application form. After submitting the required particulars, the applicants shall select the “**SAVE/NEXT STEP**” button and proceed to Step-3.
- (iii) **Step Three (Additional Information):** The applicants shall fill the Additional information as required in the application form. They shall upload their scanned copies of Educational Qualification and other particulars in PDF file format. After submitting the requisite particulars, they shall select the “**SAVE/NEXT STEP**” button and proceed to Step-4.

Note:-

Educational qualification (SSLC or its equivalent, HSC or its equivalent and Degree Certificate / Law Degree Certificate / Provisional Certificate) shall be scanned and uploaded as a single PDF file of size below 2 MB and other scanned copies shall be in size below 200 KB.

The applicants shall upload the following relevant documents:

1. Educational qualification – SSLC or its equivalent, HSC or its equivalent, Degree Certificate / Law Degree Certificate / Provisional Degree Certificate, etc.,
 2. Proof for Date of Birth and Age (Birth Certificate, SSLC, Transfer Certificate, etc.,)
 3. Address and Photo ID Proof (Aadhaar Card, Driving Licence, etc.,)
 4. Community Certificate, if applicable.
 5. Person with Disability Certificate, if applicable.
 6. Persons studied in Tamil Medium (PSTM) certificate (Annexure – D), if applicable.
 7. Destitute Widow Certificate (Annexure – E), if applicable.
 8. Enrollment Certificate issued by the Bar Council.
 9. Certificate of Experiences from the Bar (Annexure – B) for Advocate
 10. Character and Conduct Certificate / Service Certificate obtained from the District Collector / Director of Prosecution for Assistant Public Prosecutor & Pleader respectively.
 11. Character and Conduct Certificate should be obtained on or after 01.07.2023 (Annexure – A).
 12. No Objection Certificate for Assistant Public Prosecutor.
 13. Annexure – C (Details of cases Appeared independently / Assisted his/her Senior Advocate)
- (iv) **Step Four (Declaration):** The applicants shall fill the declaration as required in the application form. After completing the declaration form, they shall select the “**NEXT STEP**” button and proceed to Step-5.
- (v) **Step Five (Confirm Your Details):** All the details submitted by the applicants from Step-1 to Step-4 will appear on the screen as preview. The applicants shall carefully peruse the details furnished by them and confirm the same by selecting the “**SUBMIT**” button.

Before submitting, the applicants shall ensure all the details furnished from Step-1 to Step-5 are correct. If the applicants find it necessary to make any correction or modification in the details furnished previously, the applicants shall click the **“PREVIOUS STEP”** button and make necessary modification.

When the applicants select the **“SUBMIT”** button, a pop up dialog box will appear stating that, **“Once the Application is submitted it cannot be modified again.”** If the applicants want to edit the information provided by them, they shall select the **“CLOSE”** option to cancel and go back to the previous steps or select **“OK”** to submit the application.

Note:

- (i) The candidates who wish to peruse and take printout of their filled-in application form shall select the “view” option and download their application in PDF form.
- (ii) The candidates need not send the print out of the application form to the undersigned or to the High Court.
- (iii) All the particulars mentioned in the online application including name of the candidate, post applied for, educational qualifications, communal category, date of birth, address, e-mail ID etc. will be considered as final and no modification will be allowed after final submission of the online application. Since certain fields are mandatory and cannot be edited, candidates are requested to fill the online application form with utmost care and caution as no correspondence regarding change of details will be entertained.

5. PAYMENT DETAILS:

After successful completion of online application, the applicants shall select the **“Download Challan”** option. A challan containing the required details of the applicants will be generated automatically. The applicants shall take the printout of the challan and shall make the payment, following the procedure mentioned in ‘Mode of Payment of examination fees’ below.

MODE OF PAYMENT OF EXAMINATION FEES:

After submission of application, the applicants shall take printout of ‘Challan’ that is generated and remit the requisite fees along with service charges levied by the **“Indian Bank”** before the last date prescribed for remittance of fee, at any branch of Indian Bank. The branch concerned will retain the Bank Copy of the ‘Challan’ and return the **“Applicant Copy and High Court’s Copy”** to the applicants, which shall be retained by the

applicants and cited for all future references/disputes regarding the payment of fee and produce the same as and when required.

After making payment, the applicants shall select the Upload challan option and fill the particulars of the challan and upload the **High Court's copy** (in JPEG format) (**size: below 150 KB**) to complete the process. On completion, a message will appear on the screen that **“The application has been successfully submitted”**.

Note:

- (i) Failure to pay the fee prescribed within the time stipulated will result in outright rejection of application and no correspondence in this regard is entertained
- (ii) If the candidate claims exemption of examination fee and is later found to be not eligible for the same, his/her candidature will be rejected at any stage of selection
- (iii) No other mode of payment of fee, like Demand Draft/Postal Order/Cheque/NEFT/RTGS or any other mode of online / Offline payment will be entertained and those applications will be summarily rejected
- (iv) Fees once paid, will not be refunded or adjusted towards any other recruitment under any circumstances.

6. OTHER IMPORTANT INSTRUCTIONS:-

- a. The computer will not accept incomplete applications. Therefore, candidates are advised to exercise utmost caution while filling up the online application and submitting the same.
- b. **The eligibility of the candidates would be assessed on the information furnished by them presuming the same to be true. If any candidate is found to have given false, wrong or incorrect information or suppressed vital information relating to age, qualification, etc., such candidate will not only be disqualified, at any stage of the recruitment process or even after selection/ appointment, as the case may be, but would also be liable for criminal prosecution. Further, such candidates will be debarred from participating in any recruitment process conducted by Recruitment Cell of Madras High Court.**
- c. It is mandatory for the candidates to mention the complete particulars of their educational qualifications in the Educational information Column. (for example, if a candidate is possessing M.Com Degree, he should mention the details of 10th , HSC, B.Com and then M.Com)

- d. The schedule of recruitment process may be subject to a change on account of any unforeseen event beyond the control of the High Court and such change will be notified in the Official website. No complaint/ Grievance from the candidates will be entertained or heard by the High Court in case of non appearance of the candidates for the Preliminary Examination or Main Examination or Viva-Voce on the scheduled dates and time on account of belated receipt of intimation regarding any change so notified.
- e. The name of candidate will be removed from the select / wait List without any notice, if it is found that any information supplied by him/her in the application form is false / incorrect / wrong.
- f. If a candidate in the select list fails to join duty, within the period stated in the appointment order, his/her name will be removed from the select list and no correspondence in this regard will be entertained.
- g. Eligibility of a candidate, who is to be called for viva-voce shall be finally decided after scrutiny and verification of documents/ testimonials produced. Therefore, mere requiring the candidate to appear for certificate verification, does not confer on him/her any right to participate in the viva-voce.
- h. Candidates are advised in their own interest to apply Online well in advance. Candidates shall ensure that they fulfill all requisite eligibility criteria on the date of notification before applying for the post. The educational qualification/experience obtained subsequent to the date of notification will not be considered. Therefore, candidates who are awaiting the result of the required educational qualification on the date of notification need not apply.
- i. High Court does not assume any responsibility for the candidates not being able to submit their Applications within the last date, for any reason.
- j. 'SMS' alerts intimating about the Examinations will be sent to the registered mobile number of the Candidates. Therefore, the candidates are required to furnish correct mobile number and keep it active so as to receive the SMS alerts. High Court of Madras will not be responsible for any technical problems arising in this regard.

- k. Candidates should take care to upload recent photograph of good quality in the application in the required size. If the candidates cannot be identified from the photograph uploaded by them, they will not be allowed to write the examination.
- l. Hall Tickets for written examination and viva-voce will not be sent by post. The candidates should download the Hall Tickets from the website <https://www.mhc.tn.gov.in>. The Hall Tickets will be notified in the recruitment portal of the High Court and a message will be sent in this regard through SMS to the candidates. The candidates only to whom the hall tickets have been issued by the High Court will be allowed into the Examination hall.
- m. The admission of a candidate to participate in the recruitment process, at all stages, is purely provisional. The decision of the High Court of Madras in respect of all matters pertaining to this Recruitment Process, as to the eligibility or otherwise of a candidate for admission to the Preliminary Examination/ Main Examination / viva-voce is final.
- n. If any dispute or question arises relating to the disqualification / suitability of the candidates or interpretation of the Rules, the decision of the High Court of Madras, in that regard is final.
- o. **No scribe / attendant will be provided/allowed to assist the Differently Abled candidates in the Preliminary/Main Examination and Viva-Voce Test.** All the candidates with disability may be allowed compensatory time of minimum of one hour for examination of 3 hours duration. Orders issued in G.O.(Ms) No.08, Welfare of Differently Abled Persons (DAP-3.2) Department, dated 21.09.2021 .
- p. Any subsequent claim made after the submission of online application, regarding any of the details submitted in the application, including educational & technical qualification will not be entertained. Evidence for all claims made in the online application should be uploaded/submitted, in time, whenever called for. Failure to upload/submit the documents within the stipulated time limit will entail rejection of candidature at any stage of selection, without any further intimation to the candidates.
- q. The Candidate shall furnish correct and true information, viz.,
 - (i) arrest, facing criminal proceedings, charges, convictions, details such as named or described but name not specifically mentioned in FIR, Accused in private complaints, dropped from charges /proceedings or

- quashed by any Court of law, discharged from criminal proceedings.
- (ii) The details with regard to debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated / contemplated, pending or finalised, participation in agitation or affiliated to any Political Organisation,
 - (iii) Information relating to his/her Candidature in election for Parliament / State Legislature / Local Bodies / Trade Union / Societies etc.
 - (iv) The details such as originals of the judgment, order/ or G.O. dropping further action in departmental proceedings or any document that may prove the suitability of such candidates for a Government appointment in such cases must be produced at the stage / time of certificate verification without fail.
 - (v) All information that relates to the suitability of the candidates for the appointment, which arises after the submission of application and till the date of his /her selection and appointment, shall be reported to the High Court in writing then and there.
- r. Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / eligibility / age / communal categories / educational and technical qualifications / reservation on priority basis/ physical disability will be liable for rejection at any stage of selection process, without any intimation to the candidates. The candidate will also be debarred from appearing for all future examinations and selections conducted by the Madras High Court. If the suppression or false claim is noted subsequently, the selection of the candidate concerned will be declared invalid.
 - s. Whenever called for, the candidates shall submit their original documents, in proof of their educational qualifications, work experience, etc.
 - t. If no suitable or qualified women candidates are available for selection against the vacancies reserved for them, those vacancies shall be filled by other male eligible candidates belonging to the respective communal categories.
 - u. Whenever vacancies are reserved for Arunthathiyars on preferential basis, even after filling up of the vacancies reserved for SC (Arunthathiyars), if more number of qualified Arunthathiyars are available, they shall be entitled to compete for the seats reserved for Scheduled Castes candidates and if any posts reserved for Arunthathiyars remain unfilled for want of adequate numbers of qualified candidates, it will be filled up by other Scheduled Castes candidates

7. GENERAL INSTRUCTIONS TO CANDIDATES WHILE ATTENDING WRITTEN EXAMINATION:

- (a) Candidates have to be decently dressed and should reach the Examination hall 30 minutes before the commencement of Examination with the Hall Tickets. On no account, candidates will be allowed inside the examination hall 30 minutes after the commencement of examination.
- (b) Candidates shall appear for the examination in the venue mentioned in the Hall Ticket. Change of venue will not be permitted.
- (c) Candidates shall show the Hall Ticket to the Invigilator / Chief Invigilator/Inspection authorities at the examination centre, on demand, for verification.
- (d) Candidates shall maintain strict discipline in the examination venue. Candidates found smoking or inebriated or found to have entered into quarrel of any kind, or misbehaved with the Chief Invigilator or with the inspection Authorities or with the Invigilator or with any other candidate who attended the examination in the Examination venue, are liable for severe action including appropriate criminal action.
- (e) Candidates are not allowed to bring cellular phones, calculators, watches and rings, or any device with In-built Memory Notes or any other electronic devices and non-electronic devices such as P&G Design Data Book, books, notes, hand bags and recording devices either as separate piece or part of something used by the candidate such as watch or ring etc., to the examination hall / room on the date of examination and they will be permitted to take only the permitted writing material (i.e pen).
- (f) If the candidates are found to be in possession of any of the above specified things or instruments, they will not be allowed to write the examination, besides invalidation of answer paper and / or debarment. If it is considered necessary, they will be subjected to thorough physical search including frisking on the spot.
- (g) Candidates are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangements for safekeeping cannot be assured.
- (h) Tea, Coffee, snacks, soft drinks etc., will not be allowed inside the examination venue.
- (i) Candidates should always sit in the seat allotted to them as per their

Registration Number and must not change it and they shall adhere to the instructions given for filling up of answer sheets. Before filling up the details, they should check the answer sheets / answer books to see whether it is printed properly and not damaged. If Answer Sheet/Answer Book is defective in any way, the candidates should immediately inform the Invigilator, before filling up the candidate's particulars and the Invigilator will replace it. No answer sheet / answer book will be replaced, once a candidate has commenced writing.

- (j) The candidate will be supplied with Question Booklet 15 minutes before commencement of the Examination. Before writing or shading the answer, candidate should ensure that all the questions are there in seriatim without any omission and there are no blank pages in Question Booklet. Correct Booklet Series number which is used by the candidate should be written in OMR Answer Sheet. If any defect is noticed in the Question Booklet or OMR Sheet after the commencement of Examination, it will not be replaced.
- (k) Candidates should carry only Ball Point Pen (Blue or Black) and Hall Ticket inside the examination Hall. Other materials are not allowed into the examination hall.
- (l) Candidates must write their Registration Number in the space provided in the Question Booklet.
- (m) Candidates should not remove or tear off any sheet from the Question Booklet and they are not allowed to take the Question Booklet and the Answer Sheet out of the Examination Hall during the time of examination. Candidates would be permitted to take the Question Booklet only after the Examination is completed.
- (n) Personalized OMR Answer Sheet of the candidates will be supplied by the Room Invigilator for answering the Questions for preliminary examination. Candidates must shade their Question Booklet number and question booklet series in the space provided, without fail, with Blue or Black Ball point pen only.
- (o) The Optical Mark Reader (OMR) Answer sheet issued for Preliminary Examination should be handled carefully by the candidates. They are advised not to fold, wrinkle, damage or tear OMR sheet under any circumstances. Further, the candidates are advised not to scribble or make any marks in the OMR sheet except for marking the answers at the appropriate place. Moreover, candidates are advised to fill up information and darken all the Relevant Bubbles on the OMR Answer sheet carefully. They will not be given a second blank

Optical Mark Reader (OMR) answer sheet under any circumstances. Any violation of these instructions will automatically lead to invalidation of the OMR Answer sheet.

- (p) If any wrong entry is made while filling up/darkening the Question Booklet Numbers/Series, Penalty will be awarded as the Madras High Court deems fit.
- (q) Candidate must affix his/her signature in the box provided in the OMR Answer Sheet.
- (r) Candidate should ensure that he/she returns OMR Answer Sheet to the Invigilator before leaving the Examination Hall after examination.
- (s) In case of any ambiguity with respect to darkening of bubbles, the decision of the Madras High Court is final.
- (t) Candidates are advised to mark only one bubble for each question in the OMR Sheet and shall not use tick mark or cross mark in the bubble. Multiple marking will be treated as invalid.
- (u) Candidates should shade the answer field (answer bubble) of OMR answer sheet completely, otherwise the answer will not be validated.
- (v) The answer sheet will be invalidated if the box for 'Question Booklet Series' is not shaded or incorrectly shaded in the OMR answer sheet and could not be identified even by physical verification of the answer sheet.
- (w) Borrowing of any material, instruments from other candidates during the Exam session is strictly prohibited.
- (x) Candidates are strictly prohibited from involving in any indiscipline or irregular practices like, consulting with other candidates, copying, allowing the other candidates to copy from their answer paper, carrying notes, seeking the help of an Invigilator / any outsider, etc. Any violation would lead to the candidates being expelled from the Examination Hall and invalidation of their Answer sheets. They will also be debarred from the present and future examinations.
- (y) No candidate will be allowed to exceed the time limit allotted for answering the paper and no candidate will be allowed to leave the Examination hall before the closing time of the examination.
- (z) Candidates are prohibited from taking with them, from the examination hall, any used / unused answer sheet / answer book supplied to them.
- (aa) After completion of the Preliminary Examination, the proposed key answers for all the questions will be hosted in the Recruitment portal of the High Court and any objection with regard to any of the

proposed answer should be sent by the candidates to the Recruitment Cell, High Court, Madras, by e-mail judicialrecruitmentcell.mhc@gmail.com within two days from the date of publication of such proposed key answers in the website, by specifying the question number. In such communication, Registration Number, Name and address of the candidate, Question Number, the appropriate answer etc. should invariably be quoted. Any representation received after two days from the date of publication of proposed keys or without any of the requisite particulars will receive no attention. However, no answer key will be provided for the Main Examination.

- (ab) It is cautioned that the candidates are required to write their Registration No. only in the space provided for that purpose at the first cover-page in the answer book. Writing of, his/her own name or Roll no. or any mark of identification in any form or any Number or name or mark, by which the answer-book of a candidate may be distinguished/ identified from others, in any space other than the one provided for, is strictly prohibited and shall, in addition to other grounds, entail cancellation of his/her candidature and withholding of his/her result, without assigning any reason. Any correspondence, in this regard, will not be entertained.
- (ac) Using Whitener / Blade / Eraser or any kind of tampering to change the answers in the OMR answer sheet will lead to invalidation.
- (ad) While appearing for the Main Examination, the candidates are strictly advised not to write their registration number anywhere in the question-cum-answer booklet, except at the specified place.
- (ae) Candidates have to write the answers either in Blue or Black ball point pen only and they shall not mark / write anything in the paper to indicate his / her identity, if the mark/symbol in the pages is found to be indicative in nature, the candidate will be debarred from participating in the present selection process as well as in the future selection process of the High Court.

8. INFORMATION UNDER RIGHT TO INFORMATION ACT AND CLAIM FOR REVALUATION / RE-TOTALLING:-

- (a) No candidate will be permitted to peruse/obtain copies of the answer sheets of the Written Examination till finalization of the recruitment process.
- (b) Information can be sought by the candidates concerned with regard to details of marks (raw and scaled) awarded to him/her in each and every

stage, only after finalization of the recruitment process. Key answers intended for valuation for the Preliminary Examination will be published in the High Court website after completion of the Examination.

- (c) Request for Re-valuation and Re-totaling of marks in the answer sheets of the Written Examination will not be entertained.

9. Certificate of physical fitness:- The candidate selected for appointment to the post will be required to produce a certificate of physical fitness from the competent authority, namely from Medical Board attached to a Government Hospital in the form prescribed for Executive Posts. Candidates with defective vision should produce eye fitness certificate from the Medical Board, attached to a Government Hospital.

10. Grievance redressal Cell for guidance of candidates: In case of any guidance/ information / clarification regarding filling up of online application, candidates can contact the High Court of Madras at Telephone No.**044-25330161** on all working days between 10.00 a.m. and 05.45 p.m.

**SECRETARIAT,
CHENNAI.
DATED: 01/07/2023**

**SECRETARY TO GOVERNMENT,
PUBLIC (SPECIAL- A) DEPARTMENT.**

ANNEXURE – A
CHARACTER AND CONDUCT CERTIFICATE

This is to certify that Mr./Mrs./Ms. _____, Son/Daughter/Wife of _____, residing at _____, who is applying for the post of District Judge (Entry Level) in the Tamil Nadu State Judicial Service (Notification No...../2023), is well known to me for the past _____ years and his/her character and conduct are good.

Date : / /
 Place:

Signature of the Person Certifying.

Details of the Certifying Person

Name :
 Address :
 Mobile/Land Line (with STD Code)No. :

Note:- If the information furnished in the Character and Conduct Certificate is found to be false, the certifying authority / person as well as the candidate are liable for penal action, besides disqualification of the candidate.

தன்மை மற்றும் நடத்தை சான்றிதழ்

திரு/திருமதி/செல்வி. _____

த.பெ/க.பெ. _____ என்பவர்

எனும் முகவரியில் வசித்து வருகிறார். அவரை எனக்கு கடந்த _____ ஆண்டுகளாக நன்கு தெரியும். மெட்ராஸ் உயர்நீதிமன்ற அறிவிக்கை எண் _____ 2023; _____ போட்டித் தேர்விற்கு விண்ணப்பிக்கும் அவர் நற்பண்புகளும், நன்னடத்தையும் கொண்டவர் எனச் சான்றளிக்கிறேன்.

நாள் / /

இடம்

சான்றளிப்பவரின் கையொப்பம்

சான்றளிப்பவர் விவரம்

பெயர்:

முகவரி:

கைபேசி எண்/தொலைபேசி எண் (STD குறியீட்டு எண்ணுடன்):

குறிப்பு: நன்னடத்தை சான்றிதழில் தெரிவிக்கப்பட்டுள்ள விவரங்கள் பொய்யானவை என தெரிய வருகையில் சான்று வழங்கும் அதிகாரி / நபர் மற்றும் விண்ணப்பதாரர்கள் குற்ற நடவடிக்கைக்கு உள்ளாவர்கள் மேலும் விண்ணப்பதாரர் தகுதி நீக்கம் செய்யப்படுவார்.

ANNEXURE – B

**CERTIFICATE OF EXPERIENCE AT THE BAR /
CHARACTER AND CONDUCT CERTIFICATE FROM THE
DISTRICT COLLECTOR/ SERVICE CERTIFICATE FOR
ASSISTANT PUBLIC PROSECUTORS FROM THE DIRECTOR
OF PROSECUTION.**

This is to certify that Mr./Mrs./Ms....., son / daughter / wife of, residing at, has been practising /serving as Advocate or Pleader / Assistant Public Prosecutor in the _____ Court since As such he / she has completed (mention number of years)..... years of practice/Service as on (i.e.,the date of this Notification)

His / her character and conduct are

This certificate is issued after verifying the records available with the office of the undersigned.

Date :

Signature :

Name and Designation
of the Presiding Officer /
Competent Authority.

Note:-

(i) In case of candidates practicing independently as Advocates, he/she has to attach the details of cases appeared independently / assisted his/her Senior Advocate, preferably for the last five years to fortify his / her claim of having been in active practice as provided in Annexure-C.

(ii) The certificate issuing authority shall verify the details furnished by the candidate in Annexure-C from the records available with him / her and issue certificate accordingly.

(iii)The Assistant Public Prosecutor shall also produce No Objection Certificate, in original, whenever called for.

ANNEXURE - C
DETAILS OF CASES APPEARED INDEPENDENTLY / ASSISTED HIS/HER
SENIOR ADVOCATE

Sl. No.	Case No. pending on the file of the Court	Name/s of the party/parties on whose behalf appeared	On the file of	Pending / disposed	Stage of the case / Date of judgment	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

I hereby declare that the particulars furnished in this Annexure are true, correct and complete to the best of my knowledge and belief.

I hereby declare that I am in active practice continuously for seven years on the date of notification.

SIGNATURE OF THE CANDIDATE
DATE:
PLACE:

COUNTER SIGNATURE OF
CERTIFYING AUTHORITY

ANNEXURE - D*Persons Studied in Tamil Medium (PSTM) Certificate
(To be issued only by the Head of Institution)*

This is to certify that Thiru/Tmt/Selvi
(Name), has studied to (mention the standard /
Course) in Tamil Medium, in this Institution.

This certificate is issued after verifying the course certificate /
statement of Marks / Transfer Certificate. The candidate has / has not
obtained scholarship for having studied in Tamil Medium.

Date:

Place:

SIGNATURE OF THE
HEAD OF THE INSTITUTION WITH SEAL.

- Candidate may submit separate PSTM certificates upto ESLC, SSLC, HSC or Diploma, UG and Law Degree.
- “Persons Studied in Tamil Medium” means a person who has studied through Tamil Medium of instruction upto the Educational Qualification prescribed for direct recruitment to the post [sec.2(d) of the Tamil Nadu Appointment on preferential basis in the services under the State of Persons Studied in Tamil Medium (Amendment) Act,2020].

ANNEXURE - E**DESTITUTE WIDOW CERTIFICATE**

- (1) Name of the individual :
- (2) Full Postal Address :
- (3) Details of job held, if any :
- (4) Particulars of her children, if any :
- (5) Name and last occupation of her late husband :
- (6) Date of demise of her husband :
- (7) Monetary benefits received
after her husband's death by
way of family pension,
insurance, etc., if any :
- (8). Details of Properties if any
immovable and movable left behind by him :
- (9). Present monthly income.—
- (a) From salaries/wages :
- (b) From family pension :
- (c) From private properties :
- (d) Rents received :
- (e) From private practice :
- (f) Other sources, if any :
- (g) Total :

10. Whether living alone or living with her husband's parents/in-laws/parents/brother (s) :
11. Whether she satisfies the definition of the term "Destitute Widow" as defined under section 20(8) and 26 of Tamil Nadu Government Servants (conditions of Service) Act, 2016 :

Certified that I have verified the particulars furnished by the individual and satisfied myself as to the correctness of her claim with reference to the definition of the term "Destitute Widow" in section 20(8) and 26 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016

Certificate Reference No.: Signature :

Place: Name :

Date: Designation :

*Revenue Divisional Officer /
Assistant Collector / Sub-Collector.*

Explanation- The above certificate should be issued only by the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.