

(iii)	<p>Differently Abled Persons and Destitute Widow of all communities:</p> <p>(a) For differently Abled Persons, the disability should not be less than 40% [Benchmark Disabilities]</p> <p>(b) For Destitute Widows, the Destitute Widow Certificate should have been obtained from Revenue Divisional Officer / Sub Collector / Assistant Collector.</p>	Total Exemption
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**Note:**

1. Persons claiming Fee concession referred to above and other claims made in the application, have to produce evidence for such claims as and when called for. Otherwise, their applications will be summarily rejected and no correspondence in this regard will be entertained.
2. The application of the candidate who makes false claim/suppression of information for fee concession or age relaxation or any other benefits, will be rejected at any stage of selection.

**6. MODE OF SELECTION:-**

The selection of candidates will be based on (a) Written Examination, (b) Skill Test and (c) Oral Test in the following manner:

**(A) WRITTEN EXAMINATION:****(i) PARTS - A, B & C (COMMON FOR BOTH THE POSTS OF COMPUTER OPERATOR AND TYPIST): (MAXIMUM MARKS: 75)**

The Written Examination will consist of 75 multiple choice questions (objective type) in OMR Answer Sheets. Each question will carry one mark. Duration: 90 Minutes. The question paper will consist of:

PART-A:	General English (Tamil Nadu State syllabus - SSLC Standard) (For 25 Marks)	Minimum Qualifying Marks: 8
PART-B:	General Tamil (Tamil Nadu State syllabus - SSLC Standard) (For 15 Marks)	Minimum Qualifying Marks: 5

PART-C:	(i)General Knowledge, (ii)Numerical and Mental Ability (iii)Analytical and Reasoning Skills (iv) General Intelligence  (v)Basic knowledge in Computers (In all, for 35 Marks)	Degree standard  Minimum Qualifying Marks: 11
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(ii) **PART – D (ONLY FOR THE POST OF COMPUTER OPERATOR):**  
**(MAXIMUM MARKS: 75)**

The Written Examination will consist of 75 multiple choice questions (objective type) in OMR Answer Sheets. Each question will carry one mark. Duration: 90 minutes. (Minimum qualifying marks: 24).

**(Syllabus:** Computer Applications (Diploma Standard): Fundamentals of Computer, Computer organization, Basics of operating system, Word Processor, working with spreadsheets, working with Power Point, working with access, computer communication, basic trouble shooting, working with external devices etc.)

**Note:**

- The candidates applying only for the post of Typist, should answer only Parts 'A', 'B' and 'C' of the question paper, i.e. for 75 Marks and shall secure minimum qualifying marks in each part of the question paper viz. Parts A, B and C separately.
- **The candidates applying only for the Post of Computer Operator, or for both the Posts viz., Typist and Computer Operator, should answer Parts 'A', 'B', 'C' and 'D' of the question paper i.e. for 150 Marks and shall secure minimum qualifying marks in each part of the question paper, viz. Parts A, B, C and D separately.**
- The questions in Part - C of the question paper will be bi-lingual i.e. both in English and Tamil. In case of any inconsistency between English and Tamil versions of the questions, the English version will prevail over the Tamil version.
- The questions in part –D of the question paper will be in English only.
- The candidates for Skill Test will be shortlisted, based on merit in the written examination, at a ratio not exceeding 10 times the number of vacancies or as may be decided by the Hon'ble High Court, following the rule of reservation. However, in each reservation group, all the candidates, who secure the same mark as that of the cut-off mark for their reservation group, in the written examination, will be admitted to the Skill Test. Therefore, mere securing the

minimum qualifying marks in the Written Examination will not confer any right on the candidate to get qualified for the Skill Test.

- Any representation from candidates for changing the dates of examination / selection process, change of examination centre, for relaxation of conditions mentioned in the advertisement or exam related direction or guidelines or minimum marks or qualification / requirement etc. or for revaluation / re-totalling will not be entertained, under any circumstances.

**(B) SKILL TEST:**

**(i) FOR THE POST OF COMPUTER OPERATOR:**

**(a) Computer Aided Test** –Maximum Marks: 75. Duration: 90 Minutes.  
(Minimum Qualifying Marks: 34)

(The knowledge of the candidates will be tested on computers practically in : Windows and Linux, Libre Open Office, Microsoft Office (Word, Excel and Power Point), Basic knowledge in Computer, Computer peripherals, Trouble shooting, Installation and best practices, Internet Technology, Data Entry, DTP Works, Using Utility and Application Software, MS Access, File Uploading and Downloading)

**(b) Typing Test:**

1. English Typewriting Test (45 words per minute). Duration 10 minutes. Maximum marks: 100. Minimum Qualifying Marks: 45.
2. Tamil Typewriting Test (45 words per minute). Duration 10 minutes. Maximum marks: 100. Minimum Qualifying Marks: 45.

**Note:** Candidates typewriting skill will be tested only on computers in the High Court premises at the principal seat at Chennai or as may be decided by the High Court. Computers will be provided by the High Court. No typewriters will be provided / permitted. For Tamil typewriting test on computers, only 'MCL BHARATHI' font is permitted. Therefore, candidates are advised to practice Tamil typewriting only in MCL BHARATHI font for their convenience in the skill test.

**(ii) FOR THE POST OF TYPIST:**

**(a) Basic Computer Skill Test:** Maximum Marks:75. Duration: 90 Minutes. Minimum Qualifying Marks: 34.

(The knowledge of the candidates will be tested on computers practically in their Basic knowledge in Computers, Wipro Open Office, Microsoft Office –Word, Excel, Power Point, DTP works etc.)

**(b) Typing Test:**

1. English Typewriting Test (45 words per minute). Duration: 10 minutes. Maximum marks:100. Minimum Qualifying Marks: 45
2. Tamil Typewriting Test (45 words per minute ). Duration: 10 minutes. Maximum marks:100. Minimum Qualifying Marks: 45

**Note:** Candidates typewriting skill will be tested only on computers in the High Court premises at the principal seat at Chennai or as may be decided by the High Court. Computers will be provided by the High Court. No typewriters will be provided / permitted. For Tamil typewriting test on computers, only 'MCL BHARATHI' font is permitted. Therefore, candidates are advised to practice Tamil typewriting only in MCL BHARATHI font for their convenience in the skill test.

**(C) ORAL TEST: (Maximum Marks: 15. Minimum qualifying marks: 5):-**

- For Oral Test, the candidates will be shortlisted, as per merit, based on the combined marks secured by them in the Written Examination and Skill Test in the ratio of 1:2 or 1:3 or such number as may be decided by the Hon'ble High Court with reference to the number of vacancies, from and out of the qualified candidates in the Written Examination and Skill Test, following the rule of reservation for each post separately.
- The object of oral test is to assess the suitability of the candidates, by judging their mental alertness, skills, attitude, ethics, character, communication skill etc.

**7. METHOD OF EVALUATION OF TYPING TEST:**

Evaluation of Typing Test papers will be done as per the scheme of valuation for Typewriting issued by the Directorate of Technical Education, Tamil Nadu.

**8. PREPARATION OF SELECTION LIST:**

Selection of candidates will be made on the basis of combined marks secured by the candidates in the written examination, skill Test and the Oral Test, as per merit by following the Rule of reservation, for each post separately.

**9. PLACE OF POSTING:**

The selected candidates will be posted either in the Principal Seat at Madras or at Madurai Bench of the Madras High Court or Tamil Nadu State Judicial Academy, Chennai or Regional Centre of Tamil Nadu State Judicial Academy at Coimbatore or Madurai and are also liable to be transferred from one place to another at any time, depending on the administrative needs and exigencies.