

INSTRUCTIONS FOR FILLING APPLICATION FORM FOR THE POST OF CIVIL JUDGES IN THE PUDUCHERRY  
JUDICIAL SERVICE

1. Candidate shall download the application form from Madras High Court Web Site ([www.hcmadras.tn.nic.in](http://www.hcmadras.tn.nic.in)).
2. After downloading the Excel file from the website, open it and save as '1234567890.xlsx', where 1234567890 is replaced with your mobile number. Then open the renamed file and start filling in the details.

1	Name of the Candidate	Enter your name ( in BLOCK letters only) with Initial at the end of your name.  Ex:- RAMAN. D
2	Father's/Husband's Name	Enter Father/Husband Name
3	Date of Birth	Enter Your date of birth in dd/mm/yyyy format only. Ex:- 31/03/1999 for 31 <sup>st</sup> March 1999
4	Age as on 1.7.2014	Enter your age in completed years
5	Gender	Enter Male or Female or Transgender
6	Nationality	Enter Indian or Others
7	Religion	Hindu or Muslim or Christian or Others
8	Permanent Address	Enter your permanent address
9	Address for communication	Give your complete postal address, where you would like to receive all regular communications.  Enter your 10 digit mobile number. Mobile Number is mandatory. No need to prefix '0' . <b>This number only should be used for naming this excel file and photograph.</b>  Enter your email-id, and this should be used for communicating with High Court.  All important communication will be sent to your mobile number/email-id.
10	Academic Qualifications	Enter marks secured in SSLC/10 <sup>TH</sup> std & HSC/PUC as against the maximum marks.  Enter 3 Years or 5 Years as type of law degree.  Enter any other degree/PG in the next column.
11	Enrollment as Advocate	Enter Date of Enrollment in dd/mm/yyyy

		format, Enrollment Number, Name of the Bar Council, No. of Years of standing at the Bar and Period of suspension of practice, if any.
12	For Fresh Law Graduates	Overall Percentage of Marks in acquiring Law degree and Year of passing the qualifying examination may be entered
13	Community	Enter General or OBC or SC or ST
14	Caste	Enter name of your caste as given in community certificate.
15	Native District	Enter your native district, only if hailing from Puducherry and Tamil Nadu Else enter OTHER STATE.
16	Place of practice	Enter your place of practice
17	Mother Tongue	Enter Tamil or Telugu or Malayalam or Others
18	Indicate the option of language	<p>Law Paper – I will be of objective type with multiple choices, the question paper will be only in English</p> <p>For Law Paper-II and Law Paper – III , indicate Tamil or English</p> <p>For Translation Paper enter any one of the following</p> <p>Tamil to English  Telugu to English  Malayalam to English  English to Tamil  English to Telugu  English to Malayalam</p>
19	Whether the applicant is or was ever involved in any litigation Civil/Criminal	Enter YES or NO
20	Whether the applicant has any criminal complaint pending investigation or trial or ever convicted or acquitted in any criminal case	Enter YES or NO
21	Whether the applicant has come up for adverse notice of the Police/Bar Council	Enter YES or NO
22	Details of Examination Fee paid	Enter Examination fee paid details.

		Examination fee is exempted for SC & ST candidates
23	Present Employment, if any	Enter your present employment details
24	Written Examination Centre	Enter Chennai or Puducherry

3. Scan your recent passport size colour photograph and save it in .jpg file format. Give the name to the file as 1234567890.jpg, where 1234567890 is your mobile number. The scanned photograph should be in width of 120 pixels and height of 160 pixels. Insert this image at right top of this application, where space is provided.

4. Send this filled up application form as an attachment to the following email- id

**[cpc-tn@indianjudiciary.gov.in](mailto:cpc-tn@indianjudiciary.gov.in)**

from your email id mentioned in the application. Also, mention your **10 digit mobile phone number only in the subject column.** No need to prefix '0'.

5. Take a print-out of the completed application form in A4 size paper, printed on both sides. Put your signature in the appropriate place.

6. Send the application form, with all required attachments, by registered post to 'The Registrar General, High Court of Madras, Chennai-600104', so as to reach before 5.00 pm on or before 19-12-2014. The softcopy should also reach the email-id mentioned above before the said date and time.

7. Your candidature will be valid only after receiving the softcopy of the application through e-mail as well as printed copy through post, before the date and time indicated above.

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