



HIGH COURT, MADRAS-600 104.

NOTIFICATION No. 18/2012

Applications (in the prescribed format) are invited for filling up of 33 Posts of Court Manager, (viz., two in the Principal seat of High Court, Madras and one in the Madurai Bench of Madras High Court, Madurai and remaining 30 posts for 30 Judicial Districts in the State of Tamil Nadu) in the time scale of pay Rs.15600 – 39100/- + Grade Pay Rs.6600/- created and sanctioned under the 13th Finance Commission Grants-in-aid Scheme. The appointment to the posts will be purely temporary till the Plan period of 13th Finance Commission i.e., 31.03.2015.

Candidates are required to pay a fee of Rs.500/-(Rupees five hundred only) (Rs.250/-(Rupees two hundred and fifty only) in case of SC/ST Candidates), by way of Demand Draft drawn from any Nationalized Bank in favour of The Registrar General, High Court, Madras, payable at Chennai.

Candidates working in the State/Central Government are required to submit their applications through proper channel.

Upper age limit as on 01.01.2012 for candidates belonging to Backward Classes, Most Backward Classes, Scheduled Castes and Scheduled Tribes is 40 years and for others 35 years.

Physically handicapped persons and Destitute Widows are exempted from payment of above fee subject to production of necessary proof of their claim from the Competent Authority.

Applications and Hall Ticket in the prescribed format (each one Photo to be affixed in the specified columns and one more Photo to be attached separately) alongwith a Demand Draft prescribed above and other attested copies of Certificates specified in the Application, should reach the Registrar General, High Court, Madras, on or before (the closing hours of the Office) **29.02.2012**.

Rule of Reservation will be followed as per the existing Rules, in force.

The post is transferable between the Principal Seat at Madras, Madurai Bench of the Madras High Court, at Madurai and to other Judicial Districts in the State of Tamil Nadu.

The selection will be done on the basis of performance in the Written test which shall be **Objective type** consisting of the subjects relating to Administration/ Management / IT / Legal Awareness / General Knowledge followed by Viva voce to be held at Chennai.

No Travelling Allowance will be paid to the Candidates required to appear for the Written Test/Viva Voce.

Incomplete applications, application without enclosure of Hall Ticket (in the prescribed format), Demand Draft and attested copies of Certificates and received after the due date will be summarily rejected. No further correspondence will be entertained, in this regard.

Right to call for the Written Test/Viva Voce is reserved.

Any person who has applied to the post of Court Manager prior to the issuance of this Notification should apply afresh.

Prescribed Qualification:-

- 1). Bachelors degree (under 10 + 2 pattern) with a Master Degree in Business Administration, from a recognized University in the Indian Union.
- 2). Five years experience in I.T. Systems Management/Human Resources Management/Financial Systems Management.
- 3). Excellent Communication skills in English and Tamil languages and Computer Application.
- 4). Preference will be given to Candidates having qualification in Law and experience in Courts.

**HIGH COURT, MADRAS.
DATED: 01.02.2012**

G. Chandrasekaran
1-2-12
REGISTRAR GENERAL