

HIGH COURT OF MADRAS

NOTIFICATION

(ROC.NO. 105/2013/CON.ESTT.1)

Applications are invited, in the prescribed format, for Direct Recruitment to the following posts in the Madras High Court Service

<i>Sl. No.</i>	<i>Name of the post</i>	<i>Scale of pay</i>	<i>No.of Vacancies</i>	<i>Distribution of the vacancies</i>	<i>Qualifications</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>
1	Superintendent (Catering)	Rs. 9,300-34,800 + Grade Pay Rs.4,600	Two	a)General Turn – One Post b)SC (A) Women(PSTM) (Arunthathiyar on preferential ratio) - One Post	Pass in +2 or its equivalent with a knowledge to read, write and speak two languages viz., Tamil and English with 3 years experience in cooking Indian / Chinese / Continental foods. Or Degree or Diploma or Certificate Course in Hotel Management / Catering technology or any of the Craft Courses in the field of Catering, from a recognized university / Institute in Indian Union with 3 years experience in the respective field with a knowledge to read, write and speak two languages viz., Tamil and English.

<i>Sl. No.</i>	<i>Name of the post</i>	<i>Scale of pay</i>	<i>No. of Vacancies</i>	<i>Distribution of the vacancies</i>	<i>Qualifications</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>
	Bearer	Rs. 4,800-10,000 + Grade Pay Rs.1,400	Three	a)General Turn - One Post b)SC (A) Women(PSTM) (Arunthathiyar on preferential ratio) - One Post c)Most Backward Class and Denotified communities - One Post	Pass in VIII Standard or its equivalent with a knowledge to read, write and speak Tamil and any other language with 2 years experience as Asst. Cook / Bearer / Helper, etc or Certificate Course in Hotel Management / Catering Technology or any of the Craft Courses in the field of Catering from a recognized University / Institute in Indian Union with 2 years experience in the respective field with a knowledge to read, write and speak Tamil and any other language.

2. AGE (as on 01.01.2016)

- i. For reserved categories: (BC, MBC & SC/ST) Must have attained the age of 18 years and must not have attained the age of 35 years.
- ii. In case of Others : Must have attained the age of 18 years and must not have attained the age of 30 years.

3. FEE: Rs.350/- for the post of Superintendent (Catering) Rs.150/- for the post of Bearer

- The fee should be paid only by **Demand Draft drawn in any Nationalised Bank** in favour of the **Registrar General, High Court of Madras, payable at Chennai.**

- Candidates should verify the correctness of particulars in the Demand Draft enclosed with their application and if the Demand Draft sent by them is found to be defective or invalid, their applications will run the risk of being rejected.
- Fee once paid shall not be refunded under any circumstances.
- The Demand Draft should have been obtained on or after 18.01.2016.
- The candidates willing to apply for both the posts, shall send separate application for the post of Superintendent (Catering) and Bearer
- The candidates applying for both the posts, shall pay separate fee for each of the posts.
- The candidates belonging to S.C / S.T. are exempted from payment of Fee.

4. PROCEDURE FOR SUBMISSION OF APPLICATION:

- The applications are to be submitted by registered post.
- The application form can be downloaded and the filled in printout of the application form, along with required enclosures and the demand draft for payment of fee shall be sent by **registered post** to the **Registrar General, High Court, Madras 600 104** and the same shall reach the office of the Registrar General, High Court, Madras 600 104, before **5.00 pm** on **03.02.2016**. The incomplete application without prescribed /required enclosures including DD and received after the due date will be summarily rejected and no further communication/representation in this regard will be entertained. No separate acknowledgement will be sent to the candidates, after receipt of the application.

5. SELECTION PROCEDURE:

- The selection of candidates for the posts of Superintendent (Catering) and Bearer will be made on the basis of skill test and Interview.
- Skill test and interview will be conducted only at Chennai.
- The date, time and venue of the skill test will be intimated to the eligible candidates in due course.
- Only those who qualify in the skill test will be called for interview and the eventual selection will be based on the combined results of the skill test and interview.
- No Travelling allowance will be paid to the candidates who are required to attend skill test and interview.
- The selected candidates will be posted at the residence of the Hon'ble the Chief Justice of the Madras High Court, at Chennai.

6. CERTIFICATE OF PHYSICAL FITNESS:

A candidate selected for appointment to the posts mentioned above will be required to produce a certificate of physical fitness from the competent authority.

7. LIST OF DOCUMENTS TO BE ENCLOSED ALONG WITH DULY FILLED IN APPLICATION FORM:

- (1) Attested copies of Educational Qualifications.
- (2) Attested copy in proof of date of birth (SSLC / HSC / TC).
- (3) Demand Draft for the payment fee.
- (4) Attested copy of evidence for having sufficient experience.
- (5) Attested copy of evidence for knowing two languages as referred in the qualification above for the respective posts.
- (6) Attested copy of Certificate of Character and Conduct obtained from the Head of Institution in which the candidate last studied / studying.
- (7) Attested copy of Community Certificate.
- (8) Latest Certificate of character and Conduct obtained from a responsible person but not being a relative but who is well-acquainted with the candidate in private life, in the prescribed format.
- (9) The Original Testimonials need not be enclosed.
- (10) The Originals of the xerox copies of the above documents should be kept ready by the successful candidates in the skill test, so that they may be produced by the candidates at the time of interview.

High Court, Madras
Dated: 18.01.2016

Registrar General

HIGH COURT, MADRAS**APPLICATION FOR THE POST OF _____**

Affix recent Passport Size Colour Photograph (Do not pin or staple)
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1. Name of the Candidate :
(in Block letters)

2. Father's/Husband's Name :

3. (a) Date of Birth (DD/MM/YYYY) :
(b) Age (as on 01.01.2016) :

4. Marital Status : MARRIED/UNMARRIED

5. (i) Nationality :
(ii) Religion :
(iii) Community : (BC) / (MBC/DC) / (SC) / (ST) / (OC)
(iv) Caste :

6. Academic Qualifications :

S.No.	Particulars of Qualification	Name of the Board/University	Year of Passing	% of Marks / Grade
1	VIII standard			
2	S.S.L.C./MATRICULATION			
3	H.S.C.			
4	BA/B.Sc/B.Com etc			

7. Other Qualifications, if any :

S.No.	Particulars of Qualification	Name of the University/ Institution	Year of Passing	% of Marks / Grade
1.				
2.				

8. Languages known
to read, write and speak :
9. Address for communication :
10. Permanent Address :
11. e-mail ID :
12. Contact Phone No. :
(Mobile/Landline with STD Code)
13. Experience, if any :
(proof must be enclosed)
14. Whether applied for : (1) Superintendent (Catering) alone
(strike out the irrelevant) (2) Bearer alone
(3) for both the posts
15. (a) DD No. :
(b) DD Date :
(c) Bank & Branch in which drawn :
(d) Amount : Rs.

I declare that all the information furnished above by me is correct and true to the best of my knowledge and belief.

STATION :

DATE :

SIGNATURE OF THE CANDIDATE

CERTIFICATE OF CHARACTER AND CONDUCT

I,..... son of/daughter of/wife of
 aged about and residing at for
 the last years personally know Mr./Ms./Mrs..... who has applied
 for the post of Superintendent (Catering) / Bearer in the Madras High Court Service, for the last
 years (not less than three years) and his/her character and conduct are
 (good / satisfactory etc.)

I also declare that I am not a relative of the above said applicant and I have furnished the
 above details from out of my own knowledge and assessment, without being influenced by
 anybody.

SIGNATURE & SEAL

ENVELOPE

APPLICATION FOR THE POST OF SUPERINTENDENT (CATERING) / BEARER

To
THE REGISTRAR GENERAL
HIGH COURT,
MADRAS-600104

FROM