

**DISTRICT COURT, SIVAGANGAI ADVERTISEMENT FOR RECRUITMENT TO FILL  
UP THE VACANCIES IN THE VARIOUS POSTS IN THE JUDICIAL UNIT OF  
SIVAGANGAI DISTRICT**

( as per the Order of the Hon'ble High Court, Madras, in W.P. No.33647/2007 and suo moto Writ Petition No.32836/2007, dated 29.04.2008 and W.A. No.1027/2013, dated 09.06.2014 .)

**A.NO:3/2017,**

**Dated:11-07-2017**

Applications for the following posts in Tamil Nadu Judicial Ministerial Service and Basic service in the Judicial Unit of Sivagangai District are invited and the eligible candidates, having the undermentioned eligibility criteria for the posts concerned, may apply for the respective posts in the prescribed format along with copies of all the testimonials and certificates duly self attested by the applicant. All the applications should be sent only by post. The eligible candidates, after due verification will be intimated through the E.court Web site (e.courts.gov.in/tn/sivagangai) further selection process.

2. Details of the Posts, Educational Qualification, Scale of Pay, number of Vacancies and the respective roster turns are noted below, in the tables I, II, III, IV, V, VI, VII, VIII, IX, X and XI.

(I) NAME OF THE POST	COMPUER OPERATOR
SCALE OF PAY in the Pay Band	Rs. 5200-20200 +GP 2800/-
EDUCATIONAL QUALIFICATION	B.Sc ( Computer Science), B.A, B.Sc, B.Com, Degree with Authorized university Computer course ( Diploma in computer application) and Junior Grade English and Tamil Type-writing passed.
NUMBER OF VACANCIES	5 (Five)
ROSTER TURNS	General Turn - priority✓
	Scheduled Caste ( Arunthathiyars Women) - Destitute Windows - priority - <b>Tamil Medium</b> ✓
	Most Backward Classes & Denotified Communities - priority✓
	Backward Classes ( Others than Backward class Muslims) - priority✓
	General Turn ( Women Destitute Widows) - Non-priority

(II) NAME OF THE POST	STENO-TYPIST Gr.III (Temporary)
SCALE OF PAY in the Pay Band	Rs. 5200-20200 +GP 2800/-
EDUCATIONAL QUALIFICATION	10 th Std Passed. Shorthand and Typewriting Both Higher passed. (or) Any one Senior Grade & Any one Junior Grade (Candidates should posses certificate in Computer course).
NUMBER OF VACANCIES	8 (Eight)
ROSTER TURNS	Scheduled Caste (Arunthathiyars) – Women- Destitute Window- Priority - <b>Tamil Medium</b>
	General Turn - Women - Destitute Widow - Non-priority

	Schedule Caste - priority
	M.B.C & D.N.C ( Women Destitute Widows)-Non-priority
	Backward Community ( Other than Backward Class Muslim) (Women Destitute Widows) - Non-priority
	General Turn- Non-priority
	Backward Classes ( Other Backward Class Muslims) -Non-priority
	General Turn (OC) - Non-priority – <b>Tamil Medium</b>

(III) NAME OF THE POST	TYPIST (Temporary)
SCALE OF PAY in the Pay Band	Rs. 5200-20200 +GP 2400/-
EDUCATIONAL QUALIFICATION	10 th Std Passed. Typewriting Both Higher passed. (or) Any one Senior Grade & Any one Junior Grade (Candidates should posses certificate in Computer course).
NUMBER OF VACANCIES	10 (Ten)
ROSTER TURNS	Scheduled Caste ( Arunthathiyars Women) - Destitute Windows - priority - <b>Tamil Medium</b>
	General Turn ( Women Destitute Widows) - Non-priority
	M.B.C & D.N.C ( Women Destitute Widows) - Non-priority
	Backward Community ( Other than Backward Class Muslim) (Women Destitute Widows) - Non-priority
	Schedule Caste ( Women Destitute Widows) - Non-priority
	Backward Class Muslim- priority
	Backward Class ( Other than B.C- Muslim) - Women - Non Priority
	Open Competition -Women - Non-priority
	Backward Classes ( other than backward class Muslims) -priority
	General Turn - priority

(IV) NAME OF THE POST	JUNIOR ASSISTANT (Temporary)
SCALE OF PAY in the Pay Band	Rs. 5200-20200 +GP 2400/-
EDUCATIONAL QUALIFICATION	10 th Std Passed
NUMBER OF VACANCIES	7 (Seven)
ROSTER TURNS	General Turn - priority
	Scheduled Caste ( Arunthathiyars Women) - Destitute Windows - priority - <b>Tamil Medium</b>



	Most Backward Classes & Denotified Communities - priority
	Backward Classes ( Others than Backward class Muslims) - priority
	General Turn ( Women Destitute Widows) - Non-priority
	Scheduled Castes - priority
	M.B.C & D.N.C ( Women Destitute Widows) - Non-priority

(V) NAME OF THE POST	SENIOR BAILIFF
SCALE OF PAY in the Pay Band	Rs. 5200-20200 +GP 2400/-
EDUCATIONAL QUALIFICATION	10 th std passed
NUMBER OF VACANCIES	1 (one)
ROSTER TURNS	General Turn - priority

(VI) NAME OF THE POST	DRIVER
SCALE OF PAY in the Pay Band	Rs. 5200-20200-+GP 2400/-
EDUCATIONAL QUALIFICATION	8 th std passed and ( with driving license)
NUMBER OF VACANCIES	1 (one)
ROSTER TURNS	Scheduled Caste ( Arunthathiyars Women) - Destitute Widow - priority - <b>Tamil Medium</b> . <i>If women candidate not available male candidate to be prepared.</i>

(VII) NAME OF THE POST	XEROX OPERATOR
SCALE OF PAY in the Pay Band	Rs. 4800-10000 +GP 1650/-
EDUCATIONAL QUALIFICATION	10 th std passed and Minimum Experience of 6 month for operating xerox Machine.
NUMBER OF VACANCIES	2 (Two)
ROSTER TURNS	General Turn - priority
	Scheduled Caste ( Arunthathiyars Women) - Destitute Windows - priority - <b>Tamil Medium</b>

(VIII) NAME OF THE POST	OFFICE ASSISTANT
SCALE OF PAY in the Pay Band	Rs. 4800-10000-GP 1300/-
EDUCATIONAL QUALIFICATION	Must Possess VIII th Std.
NUMBER OF VACANCIES	30 (Thirty)
ROSTER TURNS	Scheduled Caste ( Arunthathiyars ) -Women - Destitute Windows - priority - <b>Tamil Medium</b>
	General Turn - Non-priority
	General Turn - Non-priority - <b>Tamil Medium</b>
	Scheduled caste - Non -priority
	M.B.C & D.N.C - Non-priority- <b>Tamil Medium</b>
	Backward Class ( Other than Backward Class Muslim) (Women - Non-priority
	General Turn - Women - Non-priority
	Backward Class ( Other than Backward Class Muslim) - priority
	General Turn - priority
	Scheduled Caste - Destitute Widow - Non-priority- <b>Tamil Medium</b>
	M.B.C & D.N.C - women - Non-priority
	Backward Class ( Other than Backward Class Muslim) - Non-priority
	General Turn - Non-priority
	Scheduled Caste - Women –Non-priority
	General Turn - Non-priority
	M.B.C & DCN - priority
	General - Women- Non-priority
	Backward Class - Other than Backward Class Muslim - Women - Non-priority
	General- Non-priority-Ex-Serviceman
	SC (Arunthathiyar) - Non-priority- <b>Tamil Medium</b>
	M.B.C & DNC - Non-priority
	BC –OBCM- Non-priority - General
	General- priority- <b>Tamil Medium</b>
	SC- Priority
	M.B.C & DNC - Non-priority
	Backward Class ( Other than Backward Class Muslim) - Non-priority - Ex-Serviceman
	General- Women - Non-priority- <b>Tamil Medium</b>
	BC (Muslim)- Non-priority-Women - Destitute widow



	General- Non-priority - Ex-Serviceman
	SC - Non-priority

(IX) NAME OF THE POST	MASALCHI
SCALE OF PAY in the Pay Band	Rs. 4800-10000-GP 1300/-
EDUCATIONAL QUALIFICATION	Able to read and write in Tamil
NUMBER OF VACANCIES	9 (Nine)
ROSTER TURNS	Backward Class ( Other than Backward Class Muslim) -priority
	Backward Class ( Other than Backward Class Muslim) - Women - Destitute Widow- Non-priority
	Backward Class ( Other than Backward Class Muslim) -General - Non-priority
	Scheduled Caste – women - Destitute Widow - Non-priority
	Backward class- Muslim- priority
	General Turn - Open competition women - Non-priority
	Backward Class ( Other than Backward Class Muslim) -priority
	General Turn - priority
	Scheduled Caste - Destitute Widow - Non-priority- <b>Tamil Medium</b>

(X) NAME OF THE POST	WATCHMAN
SCALE OF PAY in the Pay Band	Rs. 4800-10000-+GP 1300/-
EDUCATIONAL QUALIFICATION	Able to read and write in Tamil
NUMBER OF VACANCIES	1 (one)
ROSTER TURNS	General Turn - priority

(XI) NAME OF THE POST	SWEEPER
SCALE OF PAY in the Pay Band	Rs. 4800-10000-PB1A+GP 1300/-
EDUCATIONAL QUALIFICATION	Able to read and write in Tamil
NUMBER OF VACANCIES	5 (Five)
ROSTER TURNS	General Turn - priority
	Scheduled Caste ( Arunthathiyars Women) - Destitute Windows - priority - <b>Tamil Medium</b>

	Most Backward Classes & Denotified Communities - priority
	Backward Classes ( Others than Backward class Muslims) - priority
	General Turn ( Women Destitute Widows) - Non-priority

**3. Age ( as on 11-7-2017):**

- (a) Minimum Age limit - To have been completed 18 years of age  
(b) Maximum Age limit is as follows.

Sl.No	Category of Candidates	Minimum age limit	Maximum age limit
1.	Scheduled Caste/Scheduled caste (Arunthathiyars), Scheduled Tribes and Destitue Widows of all Castes.	18 years	35 years
2.	Most Backward Classes/Denotified communities, Backward classes and Backward classes ( Muslims)		32 years
3.	" Others" (i.e) Candidates not belonging to Scs, SC(A)s, Sts, MBCs/DCs, BCs and BCMs).		30 years

**4. Last Date.:** All the applications, with passport size photos affixed and duly attested on the Right Margin of the application, in the space provided, as mentioned should be submitted along with attested copies of all the testimonials, certificates on or before **27-07-2017** to the undermentioned address;

**The District Judge,  
District Court, Sivagangai - 630 561**

(The applications received after the last date will not be entertained under any circumstances.)

5. The District Judge, Sivagangai has the power to select the qualified and eligible candidates/to postpone the interview, and if circumstances need to annul the advertisement without any prior intimation. The applicants are strictly instructed to follow the instructions issued along with this notification. Failure in following the instructions will lead to the rejection of the application.

Place: Sivagangai  
Date: 11.07.2017

District Judge,  
Sivagangai.

*Accepted*  
11.7.17

**Instructions to the candidates (A.No. /2017)**

All applications should be submitted in the prescribed format(which should be downloaded from the website of this court noted below), only by Post and if more than one application is received in respect of an applicant for a category of post, it automatically leads to the rejection of other applications except the first one in the said category of the post.

if a candidate would like to apply for more than one post, he should submit separate application for each post with proper enclosures, as prescribed.



The application sent in a postal cover sent by an applicant should contain only one application. More than one applications should not be sent in a postal envelope.

The name of the post, for which the application is submitted, should be entered scrupulously in the appropriate place in the application and on top of the envelope containing the application.

The Passport size photograph of the candidates should be properly affixed on the application, and the same should also be self attested by the applicant. If the photo of the applicant is not available at the time of scrutiny of applications, due to the fact that either the applicant has not pasted the photo properly, or due to the transport of the application from one place to another place, the application will be rejected. Further the administration will not be held responsible for loss of the photograph on the application. Hence, the candidates are advised to ensure that the photos are properly affixed.

All the copies of certificates with reference to the claim made by the applicant in the application should be submitted and the same is also to be duly self attested. However, the candidates should submit all the original certificates, testimonials and proof of identity at the time of Interview. The photographs should not be stapled and the photograph should be affixed in the appropriate place.

**All further communications/Memo/Intimation for Examination/interview should be made only through website [ecourts.gov.in/tn/Sivagangai](http://ecourts.gov.in/tn/Sivagangai). No communication will be sent to the applicants individually, other than the communication made in the website, and so the applicants are advised to observe further communication in the website.**

Only copies of certificates should be submitted along with the application and all the copies of certificates should duly be self attested by the applicant. Original certificates need not be sent along with the applications. If the copies of certificates, submitted along with the application and the photograph affixed on the applications, are not self-attested the application will be rejected, without any notice.

All the columns in the application should be duly filled in and incomplete applications will be summarily rejected.

If any of the claim of the applicant as noted in the application is found to be false, the candidature of the applicant will be cancelled without any notice.

On claiming priority, the copy of certificate with regard to the priority should be enclosed with the application. Failure to adhere the same will lead to the rejection of the application.

On claiming preference in Tamil Medium, the copy of such documents showing the individual having studied in Tamil Medium, should be enclosed with the application.

The applicants should submit a copy of any one of the following Identity Cards in proof of their residence (presently residing and notes in the application) along with the applications.

1. Driving Licence.
2. Pan Card.



3. The first page of Bank Passbook.
4. Voter's I.D.
5. Ration Card.

### **HOW TO FILL UP THE APPLICATION AND CHECKLIST**

1. It is to be ensured that the photograph on the application is affixed properly and self attestation is made on the photograph.
2. Name of the post for which the applicant applies, should be written correctly. If the name of the post is not filled up properly the application will be rejected.
3. Name of the applicant, both in Tamil and English, should be filled up in Sl.No.1, with reference to the Educational Certificates.
4. Name of the Father/Mother/Guardian should be filled up properly with reference to the Educational Certificates and other Certificates available in the candidates. The Women candidates are required to fill up the initial as per the Educational Certificates. The women candidates are required to fill up the initial as per the Educational certificates. If the initial of women candidates have been changed by due publication, the copy of the Gazette should be submitted along with the application.
5. The gender of the candidate should be noted down, i.e, whether he belongs to Male/Female/Transgender.
6. Academic Educational Qualification, that the candidate possessed, should be filled up properly by showing as follows: 8th Std, 12th, Graduate, post Graduate as the case may be. The candidate should mention the Educational Qualification which he has attained lastly. However, the copies of certificates of Education Qualification of 8th Std., 10 th Std., 12th Std., Graduate, Post Graduate, as per the claim of the candidate are to be submitted. If the candidate possesses technical educational qualification, he has to submit the copy of the certificate concerned.
7. While filling up of the column concerning the Caste, the candidate has to fill up properly, whether he belongs to O.C, B.C., B.C Muslims, MBC or DNC, SC or ST. After writing the Caste, the Sub Caste is also to be noted in the next prescribed column.
8. Nationally and the religion of the candidate should be filled up properly.
9. Place of birth should be noted, by noting down the taluk and the District. where the candidates is born.
10. Marital Status should be filled up in Column No. 11.
11. permanent address should be filled up correctly. A copy of identify proof, showing the residential address of the candidate, should be submitted.
12. Previous experience, if any possessed by the candidate, should be noted down.
13. The copy of the certificate for claiming priority should be enclosed with the application.
14. If the candidate claim to have studied in Tamil Medium, PSTM certificate, obtained from the institution, would be submitted.
15. And other columns should be filled up properly.

  
DISTRICT JUDGE, 11.7.17  
SIVAGANGAI.



**APPLICATION FORM**  
**DISTRICT COURT, SIVAGANGAI**  
**A.No. 73/2017**

ROASTER TURN

Self attested  
Passport Size  
photo of the  
Applicant

1	Name of the post applied for	:			
2	Name of the Applicant ( in English) as per the certificate	:			
3	Name of the Father / Husband	:			
4	Date of Birth	:	<b>DD</b>	<b>MM</b>	<b>YYYY</b>
5	Sex	:	Male/Female		
6	1) Educational Qualifications ( Copy of Mark sheet with Transfer certificate to be enclosed).	:			
	2) Additional Qualifications if any ( Driver : plumbing, Electrician, typing, shorthand, computer Knowledge appropriate self attested certificate should be attached)	:			
7	Community ( tick correct community) (Copy of certificate to be enclosed)	:	(OC / BC / MBC / SC / SCA /ST)		
8	Caste ( with sub caste)	:			
9	Nationality / Religion	:			
10	Native Place	:			
11	Whether the applicant married	:	Yes / No		
12.	Permanent Address	:			
13.	Experience if any. If so, Certificates to be attached.	:			
14.	Do you claim priority? If yes, relevant certificate to be attached.	:			
	1. Destitute widow	:	Yes / No		
	2. Physically challenged person	:	Yes / No		
	3. Ex-Service Men or dependent of Ex-Service Men	:	Yes / No		
	4. Intercaste marriage	:	Yes / No		
	5. Others.	:	Yes / No		
15.	Have you studied in Tamil Medium? if yes, copy of certificate to be enclosed.	:	Yes / No		

16.	Is the applicant punished in any criminal case? if : yes copy of certificate to be enclosed.	Yes / No
17.	Is there any Civil/Criminal case pending against the applicant. If yes state the details.	Yes / No
18.	Is there any spouse / Parents / Brother / Sister : working in this Judicial Department, if it is so furnish the details.	
19.	No. of enclosures :	

I assure that all the details furnished above are true to the best of my knowledge.

Signature of the applicant,

Place:

Date: