

SUPREME COURT OF INDIA

No. F.6/2019-SCA (I)
New Delhi, dated 24 September , 2019

ADVERTISEMENT

Online applications are invited from Indian citizens who fulfill the following essential qualifications and other eligibility conditions as on 1.9.2019 for preparation of two separate panels for filling up 35 and 23 vacancies for the posts of **Senior Personal Assistant** and **Personal Assistant** (Group 'B', Non-Gazetted Post) placed in Level 8 and Level 7 with initial Basic Pay of Rs. 47,600 and Rs. 44,900 respectively.

The number of vacancies is tentative and subject to change i.e. increase or decrease due to administrative reasons.

Essential Qualifications:-

For the post of Senior Personal Assistant

- 1) Degree of a recognized University.
- 2) Proficiency in Shorthand(English) with a speed of 110 w.p.m.
- 3) Knowledge of Computer Operation with a typing speed of 40 w.p.m.
- 4) Experience:- 2 years experience of working as Stenographer Grade-D or as Steno Typist in equivalent grade or collectively in the said grades or higher grade.

For the post of Personal Assistant

- 1) Degree of a recognised University.
- 2) Proficiency in Shorthand(English) with a speed of 100 w.p.m.
- 3) Knowledge of Computer Operation with a typing speed of 40 w.p.m.

Age Requirement:-

Candidates applying for the post of Senior Personal Assistant should be below 32 years of age and those applying for the post of Personal Assistant should be below 27 years of age. Usual relaxation in age will be admissible to the candidates belonging to SC/ST/OBC/PH/Ex-Servicemen and Dependents of Freedom Fighter Category as per Government Rules. There will be no upper

age limit for departmental candidates who are already in service of Supreme Court Registry. The relaxation in upper age will not be applicable to the candidates who are working in other Govt. Departments/Public Sector Undertakings etc.

Reservation:- Reservation in direct recruitment for the candidates belonging to Scheduled Castes, Scheduled Tribes and Physically Challenged shall be in accordance with the Rules, Orders and Notifications issued from time to time by the Government of India in respect of the posts carrying the Pay Levels corresponding to the Pay Levels prescribed for the posts of Senior Personal Assistant and Personal Assistant, subject to such modification, variation or exception as the Chief Justice may, from time to time, specify. Reservation for dependents of Freedom Fighters shall be in accordance with the orders issued by the Chief Justice of India.

Scheme of Examination/Selection for the post of Senior Personal Assistant

The eligible candidates will have to appear in the tests in the following subjects:-

S. No.	Scheme of Examination	Duration												
1	<p><u>Written Test</u></p> <p>Objective Type question paper with multiple choice answers containing 100 questions (consisting of 50 General English questions, 25 General Aptitude questions based on logical reasoning (excluding questions relating to arithmetic) and 25 General Knowledge questions)</p> <p>(Maximum marks - 100 and Minimum qualifying marks – 50)</p> <p><u>Objective Type Computer Knowledge Test</u></p> <p>(Maximum marks - 10 and Minimum qualifying marks – 5)</p>	1 hour 45 minutes												
2	<p><u>Shorthand (English) Test</u> at the speed of 110 words per minute (The time for transcription will be 45 minutes)</p> <p>Maximum mistakes permissible = 5% of the total words dictated</p> <p><u>Method of Gradation</u></p> <table> <tr> <td>1.</td> <td>Without mistake</td> <td>= 100 %</td> </tr> <tr> <td>2.</td> <td>Upto 1% mistake</td> <td>= 90%</td> </tr> <tr> <td>3.</td> <td>Upto 2% mistakes</td> <td>= 80%</td> </tr> <tr> <td>4.</td> <td>Upto 3% mistakes</td> <td>= 70%</td> </tr> </table>	1.	Without mistake	= 100 %	2.	Upto 1% mistake	= 90%	3.	Upto 2% mistakes	= 80%	4.	Upto 3% mistakes	= 70%	7 minutes
1.	Without mistake	= 100 %												
2.	Upto 1% mistake	= 90%												
3.	Upto 2% mistakes	= 80%												
4.	Upto 3% mistakes	= 70%												

	<p>5. Upto 4% mistakes = 60%</p> <p>6. Upto 5% mistakes = 50%</p> <p>(Maximum marks - 100 and Minimum qualifying marks – 50)</p>	
3	<p><u>Typing Speed Test on Computer</u></p> <p>Minimum speed 40 words per minute (less than 3% mistakes allowed)</p> <p>(Maximum marks - 10 and Minimum qualifying marks – 5)</p>	10 minutes
4	<p><u>Interview</u></p> <p>(Maximum marks - 25 and Minimum qualifying marks – 13)</p>	

Scheme of Examination/Selection for the post of Personal Assistant

S. No.	Scheme of Examination	Duration
1	<p><u>Written Test</u></p> <p>Objective Type question paper with multiple choice answers containing 100 questions (consisting of 50 General English questions, 25 General Aptitude questions based on logical reasoning (excluding questions relating to arithmetic) and 25 General Knowledge questions)</p> <p>(Maximum marks - 100 and Minimum qualifying marks – 50)</p> <p><u>Objective Type Computer Knowledge Test</u></p> <p>(Maximum marks - 10 and Minimum qualifying marks – 5)</p>	1 hour 45 minutes
2	<p><u>Shorthand (English) Test</u> at the speed of 100 words per minute</p> <p>(The time for transcription will be 45 minutes)</p> <p>Maximum mistakes permissible = 5% of the total words dictated</p> <p><u>Method of Gradation</u></p> <p>1. Without mistake = 100 %</p> <p>2. Upto 1% mistake = 90%</p> <p>3. Upto 2% mistakes = 80%</p> <p>4. Upto 3% mistakes = 70%</p> <p>5. Upto 4% mistakes = 60%</p> <p>6. Upto 5% mistakes = 50%</p> <p>(Maximum marks - 100 and Minimum qualifying marks – 50)</p>	7 minutes
3	<p><u>Typing Speed Test on Computer</u></p> <p>Minimum speed 40 words per minute (less than 3% mistakes allowed)</p> <p>(Maximum marks - 10 and Minimum qualifying marks – 5)</p>	10 minutes

4	<u>Interview</u> (Maximum marks - 30 and Minimum qualifying marks – 15)	
---	---	--

The candidates will first be subjected to Objective Type Written Test and Computer Knowledge Test and the candidates who qualify both the objective type tests will be called for skill test in stenography and typing speed test on Computer. The candidates who qualify in all the tests will then be called for an interview. The candidates who qualify the Interview **by securing minimum qualifying or more marks will be empanelled** in the order of merit for appointment as Senior Personal Assistant and Personal Assistant. The candidates may note that mere placement in panel does not confer any right on them to claim appointment for the post of Senior Personal Assistant/Personal Assistant.

Registration of application and payment of fee:

Eligible candidates are required to apply online for which the link is provided through Supreme Court Website, www.sci.gov.in. The application will be accepted through online registration only which is likely to start from 00.00 hours on 28.9.2019. Candidates will be required to pay non-refundable Application/Test Fee of Rs. 300/- for General/OBC candidates and Rs. 150/- for SC/ST/Ex-Servicemen/PH candidates/dependents of freedom fighters plus bank charges through online mode only. Fee shall not be accepted in any other form. No postal application shall be accepted. The fee shall be paid online through payment gateway provided by UCO Bank.

Closing Date for online applications:

The starting date for online registration of application is 28.9.2019 at 00.00 hours and last date thereof is 24.10.2019 at 24.00 hours.

General Instructions

1. The candidates applying for the posts of Senior Personal Assistant and/or Personal Assistant should submit separate online application for each post and also should ensure that they fulfill the prescribed eligibility conditions for the said posts. Their admission at all the stages of examination viz. Written/Shorthand Skill/Typing/Computer Test and the Interview for which they are admitted by this Registry will be purely provisional subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. The checking of identity of candidate and verification of documents will be done on the date of interview. If on verification at any time before or after the said test/interview, it is found that the candidate does not fulfill any of the eligibility conditions, his/her candidature for the examination shall stand cancelled without any notice or further reference.
2. The candidate is required to scan his/her photograph having 5 cm height and 3.8 cm width (size upto 50 kb) in JPG format and signature having 2.5 cm height and 5 cm width (size upto 50 kb) in JPG format for uploading the same at relevant space on the online application form.
3. The candidate is required to fill up the required data in the application and make payment of fee online in accordance with the instructions displayed on the link provided for the purpose.
4. After successful completion of online application form, candidates will be able to preview his/her duly submitted application. Candidates are advised to get a printout of the filled up application form for their record. Printout of filled up application need not be sent to the Registry.
5. The candidate should retain his/her Application number carefully for generation of admit card from the link to be provided on the website of Supreme Court of India and for any other information regarding prescribed Tests/Interview.
6. Candidates are advised to visit Website of Supreme Court of India for update regarding the posts of Senior Personal Assistant/Personal Assistant at regular intervals.
7. In case candidate submits more than one application form, he/she must note that the application last submitted will only be entertained by the Registry. No correspondence requesting to accept previous application(s) will be entertained by the Registry.
8. Candidates must note that fee once paid will not be refunded in any circumstances even in case where fee for more than one application form has been paid by a candidate. The candidature of General/OBC candidate paying application fee as prescribed for reserved category will not be taken into consideration.

9. No request for change in category filled in online application form will be entertained.
10. APPLICATIONS WHICH DO NOT COMPLY WITH THE INSTRUCTIONS SHALL BE SUMMARILY REJECTED.
11. The Physically Challenged candidates will be extended the same concessions/facilities as are allowed by SSC/UPSC in Written Test etc. conducted by them.
12. No TA/DA will be payable to the candidates for appearing in the tests/interview.
13. No Admit Cards will be sent by post. The candidates are required to download Admit Card for all stages of Test from Supreme Court Website.
14. The dates of the Objective Type Written Test, Typing Speed Test on Computer, Shorthand Skill Test and Interview will be notified on the Supreme Court website i.e. www.sci.gov.in.
15. The Registry reserves the right to cancel/restrict/ enlarge/modify/alter the recruitment process, if needed, without issuing any notice.
16. In case of any disputes, Legal jurisdiction will be Delhi.

[Deepak Jain]
Registrar (Admn.I)