

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><b><u>Written Test</u></b></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><b><u>Objective Type Computer Knowledge Test</u></b></p> <p>(Maximum marks - 10 and Minimum qualifying marks – 5)</p>	1 hour 45 minutes												
2	<p><b><u>Shorthand (English) Test</u></b> 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><b><u>Method of Gradation</u></b></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><b><u>Typing Speed Test on Computer</u></b></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><b><u>Interview</u></b></p> <p>(Maximum marks - 25 and Minimum qualifying marks – 13)</p>	

### **Scheme of Examination/Selection for the post of Personal Assistant**

<b>S. No.</b>	<b>Scheme of Examination</b>	<b>Duration</b>
1	<p><b><u>Written Test</u></b></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><b><u>Objective Type Computer Knowledge Test</u></b></p> <p>(Maximum marks - 10 and Minimum qualifying marks – 5)</p>	1 hour 45 minutes
2	<p><b><u>Shorthand (English) Test</u></b> 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><b><u>Method of Gradation</u></b></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><b><u>Typing Speed Test on Computer</u></b></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><b><u>Interview</u></b></p> <p>(Maximum marks - 30 and Minimum qualifying marks – 15)</p>	
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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](http://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.