



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



(as per the Order of the Hon'ble High Court Madras, in W.P.No.22612/2010, dt.2.8.2012 and W.A.No.1027/2013, dated 09.06.2014 and as per the directions issued in G.O(Ms.) No.44, Labour and Employment (T2) Department, dt.11.3.2015.)

**NOTIFICATION No.2/2019**

In continuation to this Court's earlier notification, dt.1.4.2019, Applications for filling up of further 2 vacant posts of Office Assistant in the Tamil Nadu Basic Services in the Civil Unit of Namakkal Judicial District are invited. Eligible candidates may apply for the said posts in the prescribed format along with copies of all the testimonials and certificates duly **self attested** by the applicant. **Applications should be sent only by Registered post.** The eligible candidates, after due verification, will be called for to attend in the further selection process.

(VI) NAME OF THE POST	OFFICE ASSISTANT
Scale of Pay	Level 1 (Rs.15700 - 50000 + Allowances as per the rules in force)
EDUCATIONAL QUALIFICATION	Must have Passed in III Form or VIII Standard in recognized school
NUMBER OF VACANCIES	2 (TWO)
ROSTER TURNS	GT (Non-Priority – Ex-serviceman) – 1
	BC (Muslims) (Non-Priority) – 1

**Age limit (as on 1.7.2019) :**

Name of the Post	Minimum age limit (Should have completed)	Maximum age limit (Should not have completed)		
		Scheduled Caste / Scheduled Caste (Arunthathiyars) and Scheduled Tribes	Most Backward Classes / Denotified Communities, Backward Classes and Backward Classes (Muslims)	“Others” (i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs)
Office Assistant	18 Years	35 Years	30 Years	30 Years

(Age relaxation concession will be made with reference to the existing Government rules/Government orders.)

**Mode of Selection process:**

Applicants will be selected on the basis of Written Test and Personal Interview.

..p.t.o..

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**Last Date:** Applications with passport size photo affixed and duly signed on the right margin of the application in the space provided as mentioned should be submitted along with self attested copies of all the testimonials, certificates **by the Registered post only** on or before **30.04.2019, till 06:00 P.M.** to the undermentioned address.

**The Principal District Judge,  
Principal District Court,  
Namakkal -637 003.**

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

The Principal District Judge, Namakkal has the power to select the qualified and eligible candidates or 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 rejection of the application.

Place: Namakkal  
Date : 3.4.2019

Sd/-K.H.Elavazhagan,  
Principal District Judge,  
Namakkal.

**NOTE :**

**It is hereby informed that interview for filling up of this 2 vacant posts of Office Assistant will also be conducted along with the recruitment notification published on 1.4.2019 in the e-courts website of Namakkal District.**

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**INSTRUCTIONS TO THE CANDIDATES**

1. Application in the prescribed format (which can be downloaded from the website noted below) should be submitted **only by Registered Post**. Applications received through other mode shall not be accepted.
2. A candidate should be sent only one application in a postal cover. If applying for more than one post, separate application should be sent in separate postal cover. Failing which, the applications will be summarily rejected.
3. Applicants should mention the name of the post for which they applied, on the envelope and also in the prescribed column in the application without fail. Failing which, the application will be summarily rejected.
4. A recent passport size photograph of the candidate should be affixed on the appropriate place in the application and it should be signed by the applicant. Only self attested copies of certificates should be enclosed along with application and original certificates should not be sent. However, the applicants should submit all the original certificates at the time of Interview, if they called for. Applications submitted without necessary copy of certificates duly self-attested, will be summarily rejected.
5. Incomplete applications and applications containing false informations will be summarily rejected.
6. If any of the claim of the applicant as mentioned in the application is found to be false, the candidature of the application will be rejected without any notice.
7. On claiming priority, copy of certificate with regard to the priority should be enclosed with the application. Failing which, the application will be summarily rejected.
8. On claiming preference for studied in Tamil Medium, the candidate must produce PSTM certificate issued by the Head of Institution, failing which, the application will be summarily rejected.
9. Applicant should submit the copy of the photo ID for residence proof along with the application. It may be any of two of the following (i) Aadhar Card, (ii) Voter's ID Card, (iii) Driving License, (iv) Ration Card and (v) First page of Bank account Passbook. Failing which, the application will be summarily rejected.
10. Application should be duly signed in the appropriate place, failing which, the application will be summarily rejected.
11. All further communications/memo/intimation for interview/rejection of application etc., will be made only through the website [www.districts.ecourts.gov.in/tn/namakkal](http://www.districts.ecourts.gov.in/tn/namakkal) No individual communication will be sent to the applicants, other than the communication made in the website and so, the applicants are advised to observe further communication in the website.
12. The candidates should be cautious against touts and agents who cheat by making false promises of securing job through unfair means.
13. This Court shall not be responsible or liable for any loss that may be caused to any candidate on account of indulging into any sort of actions with such unscrupulous persons.

Place: Namakkal  
Date: 3.04.2019

Sd/-K.H.Elavazhagan,  
Principal District Judge,  
Namakkal.

**APPLICATION FORM**

Self attested  
Passport  
Size photo of the  
Applicant

1	Name of the post applied for	:			
	Name of the Roster Turn under which applied for	:			
2	Name of the Applicant (in English) as per the Certificate	:			
	Name of the Applicant (in Tamil) as per the Certificate	:			
3	Name of the Father / Husband	:			
4	Date of Birth	:	DD	MM	YYYY
5	Gender	:	Male / Female		
6	1) Educational Qualifications (Copy of certificates along with copy of TC to be enclosed)	:			
	2) Additional Qualifications (Driving, Plumbing, Electrician, Typing, Shorthand, Computer Knowledge). If so, Copy of certificate to be enclosed.	:			
7	Community (tick appropriate place) (copy of certificate to be enclosed)	:	(OC / BC / MBC / SC / SCA / ST)		
8	Caste (with Sub Caste)	:			
9	Nationality / Religion	:			
10	Native Place ( Town / District)	:			
11	Whether the applicant married	:			
12	Permanent Address	:			
13	Experience, if any. (If so, copy of certificate to be enclosed)	:			

14	Do you claim priority? If so, copy of certificate to be enclosed. 1. Destitute Widow 2. Physically Challenged person 3. Ex-Service Men or Dependant of Ex-Service Men 4. Intercaste Marriage 5. Others	:	
15	Have you claiming preference for studying in Tamil Medium? if yes, PSTM certificate to be enclosed.	:	Yes / No
16	Is the applicant punished in any Criminal Case?	:	Yes / No
17	Is there any Criminal Case pending against the applicant. If yes state details.	:	Yes / No
18	List of enclosures	:	

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

Place:  
Date:

Signature of the applicant