

Servicemen and Dependents of Freedom Fighters as per Government Rules. There will be no upper age limit for departmental candidates of the Registry of Supreme Court. However, no relaxation in age will be allowed to the candidates working in other Government Departments 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 Court Master (Shorthand), Senior Personal Assistant and Personal Assistant, subject to such modification, variation or exception as Hon'ble the Chief Justice of India may, from time to time, specify. Reservation for Dependents of Freedom Fighters shall be in accordance with the orders issued by Hon'ble the Chief Justice of India.

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

**Scheme of Examination/Selection for the post of (i) Court Master (Shorthand)**

| S. No. | Scheme of Examination   | Duration   |                 |         |    |                 |       |    |                  |       |    |                  |       |    |                  |       |    |                  |       |           |
|--------|---|------------|-----------------|---------|----|-----------------|-------|----|------------------|-------|----|------------------|-------|----|------------------|-------|----|------------------|-------|-----------|
| 1      | <p><b><u>Typing Speed Test on Computer</u></b><br/>                     Minimum speed 40 words per minute<br/>                     (Mistakes allowed 2% of the total words to be typed)<br/>                     (Maximum marks - 10 and Minimum qualifying marks –5)</p>   | 10 minutes |                 |         |    |                 |       |    |                  |       |    |                  |       |    |                  |       |    |                  |       |           |
| 2      | <p><b><u>Shorthand (English) Test</u></b> at the speed of 120 words per minute<br/>                     (The time for transcription will be 45 minutes)<br/>                     Maximum mistakes permissible = 5% of the total words dictated<br/> <b><u>Method of Gradation</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1.</td> <td style="width: 85%;">Without mistake</td> <td style="width: 10%;">= 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> <tr> <td>5.</td> <td>Upto 4% mistakes</td> <td>= 60%</td> </tr> <tr> <td>6.</td> <td>Upto 5% mistakes</td> <td>= 50%</td> </tr> </table> <p>(Maximum marks - 100 and Minimum qualifying marks –50)</p> | 1.         | Without mistake | = 100 % | 2. | Upto 1% mistake | = 90% | 3. | Upto 2% mistakes | = 80% | 4. | Upto 3% mistakes | = 70% | 5. | Upto 4% mistakes | = 60% | 6. | Upto 5% mistakes | = 50% | 7 minutes |
| 1.     | Without mistake   | = 100 %    |                 |         |    |                 |       |    |                  |       |    |                  |       |    |                  |       |    |                  |       |           |
| 2.     | Upto 1% mistake   | = 90%      |                 |         |    |                 |       |    |                  |       |    |                  |       |    |                  |       |    |                  |       |           |
| 3.     | Upto 2% mistakes  | = 80%      |                 |         |    |                 |       |    |                  |       |    |                  |       |    |                  |       |    |                  |       |           |
| 4.     | Upto 3% mistakes  | = 70%      |                 |         |    |                 |       |    |                  |       |    |                  |       |    |                  |       |    |                  |       |           |
| 5.     | Upto 4% mistakes  | = 60%      |                 |         |    |                 |       |    |                  |       |    |                  |       |    |                  |       |    |                  |       |           |
| 6.     | Upto 5% mistakes  | = 50%      |                 |         |    |                 |       |    |                  |       |    |                  |       |    |                  |       |    |                  |       |           |

| S. No. | Scheme of Examination  | Duration          |
|--------|--|-------------------|
| 3      | <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, 15 General Aptitude questions, 25 questions relating to Knowledge in Law, 10 General Knowledge questions</p> <p>(Maximum marks - 100 and Minimum qualifying marks –50)</p> <p>Minimum marks for Reserved Category (including PwD) will be 45 marks</p> <p><b><u>Objective Type Computer Knowledge Test</u></b></p> <p>(Maximum marks - 10 and Minimum qualifying marks –5)</p> <p>Minimum marks for Reserved Category (including PwD) will be 4.5 marks</p> | 1 hour 45 minutes |
| 4      | <p><b><u>Interview</u></b></p> <p>(Maximum marks - 30 and Minimum qualifying marks –15)</p> <p>Minimum marks for Reserved Category (including PwD) will be 13.5 marks</p>  |                   |

**Scheme of Examination/Selection for the post of (ii) Senior Personal Assistant**

| S. No. | Scheme of Examination   | Duration   |
|--------|---|------------|
| 1      | <p><b><u>Typing Speed Test on Computer</u></b></p> <p>Minimum speed 40 words per minute</p> <p>(Mistakes allowed 3% of the total words to be typed)</p> <p>(Maximum marks - 10 and Minimum qualifying marks –5)</p>   | 10 minutes |
| 2      | <p><b><u>Shorthand (English) Test</u></b> at the speed of 110 words per minute<br/>(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> <ol style="list-style-type: none"> <li>1. Without mistake = 100 %</li> <li>2. Upto 1% mistake = 90%</li> <li>3. Upto 2% mistakes = 80%</li> <li>4. Upto 3% mistakes = 70%</li> <li>5. Upto 4% mistakes = 60%</li> <li>6. Upto 5% mistakes = 50%</li> </ol> | 7 minutes  |

| S. No. | Scheme of Examination  | Duration          |
|--------|--|-------------------|
| 3      | <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)<br/>Minimum marks for Reserved Category will be 45 marks</p> <p><b><u>Objective Type Computer Knowledge Test</u></b></p> <p>(Maximum marks - 10 and Minimum qualifying marks –5)<br/>Minimum marks for Reserved Category (including PwD) will be 4.5 marks</p> | 1 hour 45 minutes |
| 4      | <p><b><u>Interview</u></b></p> <p>(Maximum marks - 30 and Minimum qualifying marks –15)<br/>Minimum marks for Reserved Category (including PwD) will be 13.5 marks</p>   |                   |

**Scheme of Examination/Selection for the post of (iii) Personal Assistant**

| S. No. | Scheme of Examination  | Duration   |
|--------|--|------------|
| 1      | <p><b><u>Typing Speed Test on Computer</u></b></p> <p>Minimum speed 40 words per minute</p> <p>(Mistakes allowed 3% of the total words to be typed)<br/>(Maximum marks - 10 and Minimum qualifying marks –5)</p>   | 10 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> <ol style="list-style-type: none"> <li>1. Without mistake = 100 %</li> <li>2. Upto 1% mistake = 90%</li> <li>3. Upto 2% mistakes = 80%</li> <li>4. Upto 3% mistakes = 70%</li> <li>5. Upto 4% mistakes = 60%</li> <li>6. Upto 5% mistakes = 50%</li> </ol> | 7 minutes  |

| S. No. | Scheme of Examination  | Duration          |
|--------|--|-------------------|
| 3      | <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)<br/>Minimum marks for Reserved Category (including PwD) will be 45 marks</p> <p><b><u>Objective Type Computer Knowledge Test</u></b></p> <p>(Maximum marks - 10 and Minimum qualifying marks –5)<br/>Minimum marks for Reserved Category (including PwD) will be 4.5 marks</p> | 1 hour 45 minutes |
| 4      | <p><b><u>Interview</u></b></p> <p>(Maximum marks - 30 and Minimum qualifying marks –15)<br/>Minimum marks for Reserved Category (including PwD) will be 13.5 marks</p>   |                   |

The candidates will first be subjected to Typing Speed Test on Computer and the candidates who qualify the said Test will be called for Skill Test in Stenography and Objective Type Written Test and Computer Knowledge Test and those candidates who qualify the said tests will be called for an interview. The candidates who qualify the Interview **by securing minimum qualifying or more marks will be empanelled** separately in the order of merit for appointment as Court Master (Shorthand), 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 Court Master (Shorthand)/Senior Personal Assistant/Personal Assistant.

The Tests will be conducted at 23 Test Centres in 16 states as per details given below:

|                          |  |
|--------------------------|--|
| No. of test centres (23) | Ahmedabad, Ambala, Bengaluru, Bhopal, Bhubaneswar, Chennai, Delhi, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Kanpur, Kolkata, Lucknow, Mumbai, Mysuru (Mysore), Nagpur, Patna, Prayagraj, Pune, Udaipur, and Visakhapatnam |
| No. of states (16)       | Gujarat, Haryana, Karnataka, Madhya Pradesh, Odisha, Tamil Nadu, Delhi, Kerala, Assam, Telangana, Rajasthan, Uttar Pradesh, West Bengal, Maharashtra, Bihar, and Andhra Pradesh  |

The candidates are required to indicate their choice of any three test centres at which they wish to appear. In case sufficient number of candidates are not registered at any particular centre, the candidates who selected such centre will be accommodated to next preferred test centre.

**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 will start on 04.12.2024. Candidates will be required to pay non-refundable Application/Test Fee of Rs. 1,000/- for General/OBC candidates and Rs. 250/- 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. Application through post shall not 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 04.12.2024 and last date thereof is 25.12.2024 at 23:55 hours.