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SUPREME COURT OF INDIA

No. F.3/2024-SCA (RC)
New Delhi, dated 17th August, 2024

Online applications are invited from Indian Citizens who fulfill the essential qualifications and other eligibility conditions as on **01.08.2024** for preparation of a **panel for filling up 80 vacancies for the post of Junior Court Attendant (Cooking Knowing)** in Level 3 of Pay Matrix with Basic Pay of Rs. 21700/- plus usual allowances as admissible under the Rules. The approximate Gross salary as per existing rate of allowances including HRA - Rs. 46210 /- per month.

The number of vacancies may increase or decrease.

Qualification

(a) Xth standard conducted by any Board/ Institute recognized by the Government.

(b) Minimum One year full time diploma in cooking/culinary arts from a recognized Institute.

[Note : Ex-servicemen candidates who do not possess one year full time diploma in cooking/culinary arts from a recognized Institute are also eligible to apply on the basis of trade/competency certificate in cooking/catering field issued by Competent Authority.]

Experience

Three years of cooking experience in a prestigious Hotel/Restaurant/ Government department/Undertaking etc.

Age requirement

Candidates should not be below 18 years and above 27 years of age as on 01.08.2024. Usual relaxation in age will be admissible to SC/ ST/ OBC/ Physically Challenged/ Ex-Servicemen/ Widow/ Divorcee Women/Judicially separated Women and are not re-married and dependents of Freedom Fighters as

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per Government Rules. There will be no age limit for employees of Supreme Court who have completed 3 years regular service in the Registry. 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, Physically Challenged and Ex-Servicemen shall be in accordance with the Rules, Orders and Notifications issued from time to time by Government of India in respect of the posts carrying the pay scale corresponding to the pay scale prescribed for the post of Junior Court Attendant (cooking knowing), subject to such modification, variation or exception as the Chief Justice may, from time to time specify. Reservation of dependents of Freedom Fighters shall be in accordance with the orders issued by the Chief Justice of India.

Method of Selection :

Selection shall be on the basis of written test based on Objective Type Question Paper in bilingual (English and Hindi), Practical Trade Skill Test and Interview as per details given below:

S.No.	Particulars	Maximum Marks	Minimum Qualifying Marks
1	Written Test (a) a Written Test of General Knowledge with multiple choice answers (objective type) (b) a Written test on cooking/culinary arts (objective type)	30 marks 70 marks	60% marks in each component
2.	Practical Trade Skill Test (a trade skill test for cooking including hygiene etc.)	70 marks	
3.	Interview	30 marks	
	Total	200 marks	60 % marks

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The duration of written test is 1 ½ hours (90 minutes). There will be no negative marking. The Written Test will be conducted at 17 Test Centres in 16 states as per details given below:

No. of test centres (17)	Ahmedabad, Ambala, Bengaluru, Bhopal, Bhubaneswar, Chennai, Delhi, Ernakulam, Guwahati, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, Patna, and Visakhapatnam
No. of states (16)	Gujarat, Haryana, Karnataka, Madhya Pradesh, Odisha, Tamil Nadu, Delhi, Kerala, Assam, Telangana, Rajasthan, West Bengal, Uttar Pradesh, 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.

Final selection list shall be prepared on the basis of marks secured by the candidates in objective type written test, practical trade skill test and Interview. The candidates may note that mere placement in panel does not confer any right on the candidates to claim appointment for the posts of Junior Court Attendant (cooking knowing).

Registration of application and payment of fee

Eligible candidates are required to apply online for which the link will provided through Supreme Court website i.e., www. sci.gov.in. The applications will be accepted through online registration only which will start on 23.08.2024. The last date for receipt of applications is 12.09.2024 at 24.00 hrs. The candidates will be required to pay application fee of Rs.400/- (Rs. 200/- for SC/ST/Physically Challenged/Ex-Servicemen/Dependent of Freedom Fighters/ Widow/ Divorcee Women/ Judicially separated Women and are not re-married).

Duties and Responsibilites for the post of Junior Court Attendant (cooking knowing)

1	To prepare and serve good quality food/meal/snacks (both veg./non-veg.) for breakfast/tiffin /high tea and on any other occasion;

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2	Arranging, garnishing and plating dishes to a high standard;
3	To maintain a clean, organized and hygienic kitchen and to attend works relating to general maintenance of Kitchen;
4	To collect and clean all cooking utensils/crockery/cutlery before and after its use;
5	To ensure that all food and other items are stored properly and hygienically;
6	To keep a stock inventory record;
7	To check and avoid wastage, spoilage of food etc.;
8	To clean and maintain dining area including dusting of Dining Table and Chairs;
9	To observe personal hygiene, good physical health and use of clean clothing while performing duties;
10	To take safety precautions to prevent fire and injuries while performing duties;
11	To work at odd hours and on Sundays/Holidays for preparation of any kind of cuisine; not to dissent, deny or demur from the kitchen and all related cleaning duties and work at all/any location/place as specified from time to time;
12	To perform such other duties (including general duty) as may be assigned from time to time.

General Instructions

1. The candidates applying for the post of Junior Court Attendant (cooking knowing) should ensure that they fulfill the prescribed eligibility conditions for the said post. Their admission at all the stages of examination viz., Written Test, Practical Trade Skill

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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 as and when called for. If on verification at any time before or after the tests/interview, it is found that the candidate does not fulfill any of eligibility conditions, his/her candidature for the examination shall stand cancelled without any notice or further reference.

2. The candidate will be required to upload the scanned copy of his/her photograph and signature on the online application form in accordance with the instructions displayed on the link provided for the purpose.

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. Candidates should ensure that the particulars filled in the online application form are correct in all respects before final submission of application form. Application once submitted cannot be withdrawn or modified.

4. After successful completion of online application form, candidate will be able to preview his/her duly submitted application. Candidate is advised to get a printout/screen shot of the filled up application for his/her record.

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 of India (Recruitment link) at regular intervals for updates regarding the post of Junior Court Attendant (cooking knowing).

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7. In case candidate submits more than one application form, he/she must note that application which is submitted in last 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 of category filled in online application form will be entertained.

10. APPLICATION 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 and if any in Practical Trade Skill 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 to download Admit Card for all stages of Test from the link hosted on the official website of Supreme Court of India.

14. The dates of Written Test, Practical Trade Skill Test and Interview will be notified on the Supreme Court website i.e. www.sci.gov.in. Information will also be sent through SMS and E.Mail to the candidates on their registered mobile number and E.Mail. Therefore, Candidates should have a valid personal E-mail ID and mobile number and it should be kept active during the entire recruitment process.

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15. Candidates possessing qualifications equivalent/higher to that of qualification prescribed for the post of Junior Court Attendant (cooking knowing) may apply for the post but they shall have to produce, as and when asked for, the certificate from the authorities concerned indicating qualification possessed by them is equivalent to/higher qualification of prescribed qualification.

16. Candidates working in State/Central Govt. departments/Banks/ PSUs etc. will be required to submit No Objection Certificate at the time of interview.

17. The Registry reserves its right to short-list candidates in any manner as may be considered appropriate with the approval of Competent Authority. The Registry also reserves its right to modify, alter or change the method of selection at any point of time to suit its requirement.

18. In case of any disputes, Legal jurisdiction will be Delhi.

Registrar (Human Resources)