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SUPREME COURT OF INDIA
[RECRUITMENT CELL]

F.6/2024-SC(RC)
New Delhi, dated June 18, 2024

CIRCULAR

Sub: Inviting applications for filing up of the post of Court Master (Shorthand) in Level–11 (Rs. 67700 – Rs. 208700) on deputation basis in Supreme Court– reg.

Applications in the prescribed format from eligible Officers/officials of High Courts are invited for 20 posts tentatively of Court Master (Shorthand) in Supreme Court to be filled up on deputation basis.

Eligibility conditions for filling up the post by way of deputation :

a) A Degree in Law [including BGL/LL.B (Academic)] of a recognized University in India
b) Proficiency in Shorthand with a speed of 120 w.p.m in Shorthand (English)
c) Knowledge of Computer Operation with a typing speed of 40 w.p.m on Computer
d) Holding analogous posts in High Court on regular basis **or**
e) Minimum 5 years regular service in the cadre of Private Secretary/Senior PA/PA/ Senior Stenographer in High Court

Age Requirement

The candidates should not be exceeding 56 years as on the closing date of receipt of applications.

Selection Procedure

After receipt of applications, the same will be scrutinized and the eligible candidates will be subjected to a Shorthand Skill Test in English at the speed of 120 w.p.m. with maximum 5% permissible mistakes carrying maximum 100 marks and 50 will be minimum qualifying marks. The candidates who qualify the said test will be subjected to an interaction. The information consisting of ACR/APAR for the last 5 years and vigilance clearance of the candidates who qualify the Shorthand Skill Test and interaction will be called from the respective parent departments for perusal before their appointment on deputation.

General Information

1. The pay of official appointed on deputation will be fixed as per the instructions issued by Government from time to time.

2. The period of deputation is, initially, fixed as one year which is extendable to three years. The period of deputation including period of deputation in another ex-cadre post held

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immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

3. The applications of the officials who are eligible and can be spared in event of selection, may be forwarded in prescribed proforma alongwith ACRs/APARs of last 5 years and Vigilance Clearance to Recruitment Cell, Supreme Court of India, Tilak Marg, New Delhi-110001 **latest by 05.07.2024**.

4. The applications not received through proper channel, without supporting documents, photograph, unsigned and incomplete in any manner will not be considered and will stand rejected.

Sd/-
Registrar (Human Resources)

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SUPREME COURT OF INDIA
(RECRUITMENT CELL)

Paste recent passport size photograph here

APPLICATION FOR THE POST OF
COURT MASTER (SHORTHAND) ON DEPUTATION BASIS
IN THE SUPREME COURT

1. Name of the Applicant : .....

2. Father's Name : .....

3. Date of Birth : .....

4. Date of Retirement : .....

5. Educational qualifications : .....

.....

6. Do you hold analogous post : in High Court on regular basis .....

7. Do you have 5 years' regular service as Private Secretary/ Senior PA/PA/ Senior Stenographer in High Court : .....

8. Details of Experience (in chronological order)

S.No.	Office/Organization/High Court	Category of office/ organization (whether Central Govt./ State Govt./ High Court)	Post held	Period				Level of pay with Basic Pay	Nature of duties in brief
				From	To	Total			
						Years	Months		

9. In case the present employment is held on deputation basis

a) The date of initial appointment : .....

b) Period of appointment on deputation : .....

c) Name of the parent office/ organization to which you : .....

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belong

d) Category of office (whether Central Govt./State Govt./ High Court) : .....

10. Correspondence Address : .....

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11. Phone/Mobile No. : .....

12. E-Mail address : .....

13. Total emoluments per month : .....

14. Certified that the information furnished above is true to the best of my knowledge & belief. If at any stage, any information is found to be false or incorrect, my application will be liable to be rejected.

Signature of the candidate

Date :
Place :

Name of the candidate