6. MODE OF SELECTION:-

The selection of candidates will be based on (a) Written Examination, (b) Skill Test and (c) Oral Test in the following manner:

(A) WRITTEN EXAMINATION:

(i) PARTS – A, B & C (COMMON FOR BOTH THE POSTS OF COMPUTER OPERATOR AND TYPIST): (MAXIMUM MARKS: 75)

The Written Examination will consist of **75** multiple choice questions (objective type) in OMR Answer Sheets. Each question will carry one mark. Duration: **90** Minutes. The question paper will consist of:

PART-A:	General English (Tamil Nadu State syllabus - SSLC Standard) **(For 25 Marks)**	Minimum Qualifying Marks: **8**
PART-B:	General Tamil (Tamil Nadu State syllabus - SSLC Standard) **(For 15 Marks)**	Minimum Qualifying Marks: **5**

PART-C:	(i)General Knowledge, (ii)Numerical and Mental Ability (iii)Analytical and Reasoning Skills (iv) General Intelligence	Degree standard	Minimum Qualifying Marks: **11**
	(v)Basic knowledge in Computers **(In all, for 35 Marks)**		

(ii) **PART – D (ONLY FOR THE POST OF COMPUTER OPERATOR): (MAXIMUM MARKS: 75)**

The Written Examination will consist of 75 multiple choice questions (objective type) in OMR Answer Sheets. Each question will carry one mark. Duration: **90** minutes. (Minimum qualifying marks: **24**).

(**Syllabus**: Computer Applications (Diploma Standard): Fundamentals of Computer, Computer organization, Basics of operating system, Word Processor, working with spreadsheets, working with Power Point, working with access, computer communication, basic trouble shooting, working with external devices etc.)

Note:

➢ The candidates applying only for the post of Typist, should answer only Parts 'A', 'B' and 'C' of the question paper, i.e. for 75 Marks and shall secure minimum qualifying marks in each part of the question paper viz. Parts A, B and C separately.

➢ **The candidates applying only for the Post of Computer Operator, or for both the Posts viz., Typist and Computer Operator, should answer Parts 'A', 'B', 'C' and 'D' of the question paper i.e.** for 150 Marks and shall secure minimum qualifying marks in each part of the question paper, viz. Parts A, B, C and D separately.

➢ The questions in Part - C of the question paper will be bi-lingual i.e. both in English and Tamil. In case of any inconsistency between English and Tamil versions of the questions, the English version will prevail over the Tamil version.

➢ The questions in part –D of the question paper will be in English only.

➢ The candidates for Skill Test will be shortlisted, based on merit in the written examination, at a ratio not exceeding 10 times the number of vacancies or as may be decided by the Hon'ble High Court, following the rule of reservation. However, in each reservation group, all the candidates, who secure the same mark as that of the cut-off mark for their reservation group, in the written examination, will be admitted to the Skill Test. Therefore, mere securing the

minimum qualifying marks in the Written Examination will not confer any right on the candidate to get qualified for the Skill Test.

➢ Any representation from candidates for changing the dates of examination / selection process, change of examination centre, for relaxation of conditions mentioned in the advertisement or exam related direction or guidelines or minimum marks or qualification / requirement etc. or for revaluation / re-totalling will not be entertained, under any circumstances.

(B) SKILL TEST:

(i) FOR THE POST OF COMPUTER OPERATOR:

(a) Computer Aided Test –Maximum Marks: **75**. Duration: **90** Minutes. (Minimum Qualifying Marks: **34**)

(The knowledge of the candidates will be tested on computers practically in : Windows and Linux, Libre Open Office, Microsoft Office (Word, Excel and Power Point), Basic knowledge in Computer, Computer peripherals, Trouble shooting, Installation and best practices, Internet Technology, Data Entry, DTP Works, Using Utility and Application Software, MS Access, File Uploading and Downloading)

(b) Typing Test:

1. English Typewriting Test (45 words per minute). Duration **10** minutes. Maximum marks: **100**. Minimum Qualifying Marks: **45**.

2. Tamil Typewriting Test (45 words per minute). Duration **10** minutes. Maximum marks: **100**. Minimum Qualifying Marks: **45**.

Note: Candidates typewriting skill will be tested only on computers in the High Court premises at the principal seat at Chennai or as may be decided by the High Court. Computers will be provided by the High Court. No typewriters will be provided / permitted. For Tamil typewriting test on computers, only 'MCL BHARATHI' font is permitted. Therefore, candidates are advised to practice Tamil typewriting only in MCL BHARATHI font for their convenience in the skill test.

(ii) FOR THE POST OF TYPIST:

(a) Basic Computer Skill Test: Maximum Marks:**75**. Duration: **90** Minutes. Minimum Qualifying Marks: **34**.

(The knowledge of the candidates will be tested on computers practically in their Basic knowledge in Computers, Wipro Open Office, Microsoft Office –Word, Excel, Power Point, DTP works etc.)

(b)Typing Test:

1. English Typewriting Test (45 words per minute). Duration: **10** minutes. Maximum marks:**100.** Minimum Qualifying Marks: **45**

2. Tamil Typewriting Test (45 words per minute). Duration: **10** minutes. Maximum marks:**100.** Minimum Qualifying Marks: **45**

Note: Candidates typewriting skill will be tested only on computers in the High Court premises at the principal seat at Chennai or as may be decided by the High Court. Computers will be provided by the High Court. No typewriters will be provided / permitted. For Tamil typewriting test on computers, only 'MCL BHARATHI' font is permitted. Therefore, candidates are advised to practice Tamil typewriting only in MCL BHARATHI font for their convenience in the skill test.

(C) **ORAL TEST: (Maximum Marks: 15. Minimum qualifying marks: 5)**:-

➢ For Oral Test, the candidates will be shortlisted, as per merit, based on the combined marks secured by them in the Written Examination and Skill Test in the ratio of 1:2 or 1:3 or such number as may be decided by the Hon'ble High Court with reference to the number of vacancies, from and out of the qualified candidates in the Written Examination and Skill Test, following the rule of reservation for each post separately.

➢ The object of oral test is to assess the suitability of the candidates, by judging their mental alertness, skills, attitude, ethics, character, communication skill etc.