



SUPREME COURT OF INDIA

No. F.6/2024-SC (RC)
New Delhi, dated December 03, 2024

Online applications are invited for preparation of three separate panels for filling up 31, 33 and 43 vacancies respectively for the posts of **Court Master (Shorthand)** (Group 'A', Gazetted Post), **Senior Personal Assistant** and **Personal Assistant** (Group 'B', Non-Gazetted Posts) placed in Level 11, 8 and Level 7 with initial Basic Pay of Rs. 67,700, Rs. 47,600 and Rs. 44,900 respectively.

The number of vacancies is tentative and subject to change i.e. increase or decrease due to administrative reasons.

The qualifications and experience prescribed for the posts are as under:

Court Master (Shorthand)

- 1) A Degree in Law of a recognized University in India.
 - 2) Proficiency in Shorthand (English) with a speed of 120 w.p.m.
 - 3) Knowledge of Computer Operation with a typing speed of 40 w.p.m.
- Experience: Minimum 5 years' regular service in the cadre of Private Secretary/Senior PA/PA/ Senior Stenographer in Government/Public Sector Undertakings/Statutory bodies.

Senior Personal Assistant

- 1) Degree of a recognized University.
- 2) Proficiency in Shorthand (English) with a speed of 110 w.p.m.
- 3) Knowledge of Computer Operation with a typing speed of 40 w.p.m.

Personal Assistant

- 1) Degree of a recognised University.
- 2) Proficiency in Shorthand (English) with a speed of 100 w.p.m.
- 3) Knowledge of Computer Operation with a typing speed of 40 w.p.m.

Age Requirement:-

1. Court Master (Shorthand) : 30 to 45 years
2. Senior Personal Assistant : 18 to 30 years
3. Personal Assistant : 18 to 30 years

Usual relaxation in age will be admissible to SC/ST/OBC/Physically challenged/Ex-Servicemen and Dependents of Freedom Fighters as per Government Rules. There will be no upper age limit for departmental candidates who are already in service of Supreme Court Registry. Relaxation in upper age limit will not be admissible to the candidates who are working in other Government Departments/Public Sector Undertakings etc.

For further information and detailed advertisement, please visit Supreme Court website: www.sci.gov.in. The last date for submission of online application is 25.12.2024 (tentative).

Place: New Delhi
Date: 03.12.2024

[Pradip Y. Ladekar]
Registrar (Recruitment)

CBC- 24305/12/0025/2425