

All Communications should be addressed to the Registrar, Supreme Court by designation, NOT by name

PIN - 110 001

**SUPREME COURT  
INDIA  
NEW DELHI**

No.F.6/2024-SC (RC)  
Dated June 18, 2024

From: Pradip Y. Ladekar,  
Registrar (Human Resources)

To: The Registrar General,  
High Court of Jammu and Kashmir and Ladakh  
High Ct Ln, Noor Bagh, Shaheed Gunj, Srinagar, Jammu and Kashmir  
190009

Subject: Selection of a suitable candidates for Court Master (Shorthand) on deputation basis

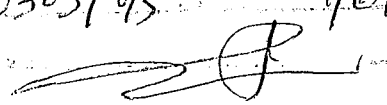
Sir/Madam,

*9/12/24  
24/6/24*

The Competent Authority has been pleased to invite applications from eligible candidates working under various High Courts for selection and appointment of suitable candidates for the post of Court Master (Shorthand) on deputation basis placed in Level 11 of Pay Matrix with initial Basic Pay of Rs. 67,700/- plus allowances as admissible under the rules.

Accordingly, annexing herewith a copy of Circular No. F.6/2024-SC (RC) dated 18.06.2024. I am directed to request you to give wide publicity to it in your High Court and forward the applications of eligible and interested candidates who fulfill the requisite qualification,

High Court of Jammu and Kashmir  
Noor Bagh, Srinagar

Received for  
No. 6303/Hrs. dated 24/6/2024 10  


experience and other **eligibility conditions** as on **01.07.2024** with their application as per format alongwith ACRs/APARs for the last 5 years, Vigilance Clearance and attested copies of educational certificates **latest by 05.07.2024**. The scanned copy of the same may also be e-mailed at [recruitment.cell@sci.nic.in](mailto:recruitment.cell@sci.nic.in) for early scrutiny of applications.

Thanking You,

Yours faithfully,

*Gadkar*  
18.6.24

Registrar (Human Resources)

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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 filling 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

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.



Registrar (Human Resources)

**SUPREME COURT OF INDIA  
(RECRUITMENT CELL)**

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

Paste  
recent passport  
size  
photograph  
here

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/Organiz- ation/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 : .....

belong

- d) Category of office (whether : .....  
Central Govt./State Govt./  
High Court)
10. Correspondence Address : .....  
.....  
.....  
.....
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

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