SUPREME COURT OF INDIA
NEW DELHI – 110001

No. F.6/RC(CM)-2025
New Delhi, dated July 28, 2025.

ADVERTISEMENT

Online applications are invited from Indian citizens who fulfill the prescribed qualifications and other eligibility conditions, as on 01.07.2025, for selection of suitable candidates for preparation of a panel for filling up the vacant posts in the cadre of Court Master (Shorthand), a gazetted post, in the Registry of the Supreme Court of India:

Thirty (30) posts of Court Master (Shorthand) [UR – 16, SC – 04, ST – 02 and OBC (Non-Creamy Layer) - 08]

Pay Band	:	Pay Level 11of Pay Matrix with initial basic pay of Rs.67,700/- plus other allowances as admissible under the rules
Age Limit	:	The upper age limit for the candidate is 45 years and the lower age limit is 30 years.
Essential Qualifications	:	1. Degree of a recognised University in India 2. Proficiency in Shorthand with a speed of 120w.p.m. in Shorthand (English). 3. Knowledge of computer operation with a typing speed of 40 w.p.m. on computer.
Experience	:	Minimum 5 years' regular service in the cadre of Private Secretary/Senior PA/PA/ Senior Stenographer in Government/Public Sector Undertakings/Statutory bodies.
Scheme of Examination	:	1. **Shorthand (English) Test** at the speed of 120 words per minute for 7 minutes (The time for transcription will be 45 minutes) Maximum mistakes permissible = 5% of the total words dictated **Method of Gradation** 1. Without mistake = 100% 2. Upto 1%mistake =90% 3. Upto 2%mistakes =80% 4. Upto 3%mistakes =70% 5. Upto 4%mistakes =60% 6. Upto 5%mistakes =50% (Maximum marks – 100, Minimum qualifying marks - 50) 2. **Objective Type Written Test** Objective Type Question Paper with multiple choice answers containing 100 questions consisting of 25 General English questions, 25 General Knowledge questions, 25 questions on the provisions relating to the Judiciary in the Constitution of India, 15 questions on the Supreme Court Rules, 2013, and 10 questions on the Knowledge of Computer operation. (Maximum marks – 100, Minimum qualifying marks - 50 (for General category) and 45 (for reserved categories) [Duration – 2 hours]

		3. **Typing Speed Test on Computer** Minimum speed 40 words per minute (Mistakes allowed for general category candidates: 2%, i.e., 8 words) (Mistakes allowed for reserved category candidates: 3%, i.e., 12 words) [Duration – 10 minutes] (Maximum marks -20, Minimum qualifying marks –10 for general category candidates and 5 for reserved category candidates) 4. **Interview** (Maximum marks - 30, Minimum qualifying marks - 15 (for General category) and 13 (for the Reserved categories) 5. Weightage of 03 marks to the candidates, who possess a Degree in Law of a recognized University in India, which would include BGL/LLB (Academic) degree from a recognized University in India.

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

RELAXATION IN AGE

Usual age relaxation will be admissible to the candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes (Non-Creamy Layer), Persons with Disabilities, Ex-servicemen and dependent of Freedom Fighters, as per Government of India's Rules. There will be no upper age limit for the departmental candidates of the Registry of the Supreme Court of India. However, no relaxation in age will be allowed to the candidates working in other Government Departments, etc.

SHORTLISTING CRITERIA

The candidates, who successfully qualify the Shorthand (English) Test and Objective Type Written Test may be called for Typing Speed Test in the ratio of 1:10 as against the number of vacancies and those, who qualify the Typing Speed Test, may be called for interview in the ratio of 1:3 as against the number of vacancies. The candidates, who qualify the Interview by securing minimum qualifying or more marks, will be empanelled in the order of merit for consideration for appointment to the post of Court Master (Shorthand). The candidates may note that mere placement in the panel does not confer any right whatsoever on them to claim appointment to the post of Court Master (Shorthand).

RESERVATION*

The benefit of reservation will be in accordance with Rule 4A of the Supreme Court Officers and Servants (Conditions of Service and Conduct) Rules, 1961.

* Benefit applicable to Scheduled Castes, Scheduled Tribes and Other Backward Classes (Non-Creamy Layer) only.

Registration of application and payment of fee

Eligible candidates are required to apply online and, for this purpose, a link will be hosted through Supreme Court Website, www.sci.gov.in,in due course of time. The application will

be accepted through online registration only. Candidates will be required to pay non-refundable Application/Test fee of Rs.1500/- (for General category candidates) and Rs.750/- (for SC/ST/OBC/Ex-servicemen/Persons with Disabilities/Dependent of Freedom Fighter candidates) plus bank charges through online mode only. Unsigned application will be summarily rejected. Application will not be entertained/received by any other mode, except online mode through given link. The fee shall be paid online through payment gateway provided by UCO Bank. Fee shall not be accepted in any other form.

Starting/Closing Date for online applications

The starting date and closing date for receipt of online registration of applications will be intimated through Supreme Court website, www.sci.gov.in.

Test cities

The Tests will be conducted in four cities, i.e., Delhi/NCR, Mumbai, Kolkata and Chennai. Shorthand (English) Test and Objective Type Written Test will be conducted on the same day. The Typing Speed Test on Computer and Interview will be conducted in Delhi only. The candidates will have to exercise option to select cities in the order of preference. Candidates may note that he/she may be shifted to any of the four cities or even to some other city for any test(s) due to administrative reasons.

GENERAL INSTRUCTIONS

1. The candidates applying for the abovementioned post should ensure that they fulfill the prescribed eligibility conditions for the post. Their admission at all the stages of examination, viz., Shorthand (English) Test, Objective Type Written Test, Typing Speed Test on Computer and Interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof and all the requisite documents for eligibility of his/her candidature for the said post will be checked at the time of interview.

The details of the certificate(s) on the basis of which benefit of reservation is sought, including Non-creamy layer certificate, shall be mentioned at the time of applying for the post.

2. Those candidates who qualify in Shorthand (English) Test, Objective Type Written Test, Typing Speed Test on Computer and Interview will only be empanelled for appointment to the advertised post.

3. The candidate will be required to upload the scanned copy of his/her recent photograph, signature and requisite documents while submitting the online application form 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. The candidate shall be required to fill up the required data in the online application form and make payment of fee online in accordance with the instructions displayed on the link provided for the purpose.

5. After successful completion of online application form, candidates will be able to

preview his/her application. Candidates are advised to get a printout of the filled up application form for his/her record. Printout of filled up application need not be sent to the Registry.

6. 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.

7. The candidates claiming equivalent qualification to the prescribed qualification to the post applied for, will be required to furnish equivalency certificate from University/Institute, etc., which issued such qualification.

8. Reserved category candidates, who qualify on the basis of relaxed standards, irrespective of his/her merit position, will be considered against only reserved vacancies and not unreserved vacancies.

9. The reservation under OBC category will be extended to only those candidates who do not belong to creamy layer as on 01.07.2025. Such candidates must possess the caste/ community certificate and would be required to submit the non- creamy layer (NCL) certificate issued from the Competent Authority

10. Candidates are advised to visit website of Supreme of India (Recruitment link) for updates regarding the advertised post.

11. In case a 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.

12. Candidates must note that fee once paid will not be refunded in any circumstances even in cases where fee for more than one application form has been paid by a candidate. The candidates of General category paying application fee as prescribed for Reserved category will not be taken into consideration.

13. Name and Date of Birth entered in the High School Certificate/10thBoard Examination or equivalent certificate issued by the concerned Board/Council will only be accepted. Any change in name or surname should be supported by Gazette notification. The applicant is to submit his online application as per changed name/surname and the documents in support of change of name/surname will be verified at the time of interview.

14. **PENALTY FOR MISCONDUCT IN THE EXAMINATION**: At any stage of the recruitment process or otherwise, including post-recruitment, if an applicant is or has been declared guilty of impersonation or has submitted fabricated documents or have furnished false information/particulars with regard to his qualification, category/caste and experience in the Application Form or in any document or has misrepresented/suppressed any material information or has tampered with any document or has made incorrect and false statements in the Application Form, or otherwise used or attempted support for his candidature for securing appointment in the Registry of the Supreme Court of India, he will be removed, disqualified, prosecuted and debarred for future appointment in the Registry of Supreme Court of India and his application/appointment will be rejected forthwith at any stage in the service, i.e., during

the period of probation or even after confirmation of the services.

15. No request for change of category filled in online application form will be entertained.

16. APPLICATIONS WHICH DO NOT COMPLY WITH THE INSTRUCTIONS SHALL BE SUMMARILY REJECTED.

17. The Persons with Disabilities candidates will only be extended the concessions/facilities regarding age relaxation and concession in fee.

18. No TA/DA will be payable to the candidates for appearing in the Tests/Interview.

19. No Admit Cards will be sent by post. The candidates are to download Admit Card for all stages of Tests/Interview from Supreme Court Website, www.sci.gov.in.

20. The dates of the tests 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.

21. Candidates working in State/Central Govt. Departments/Bank/PSUs etc. will be required to submit 'No Objection Certificate' from their employer at the time of interview.

22. The Registry reserves its right to short-list candidates in any manner and reserves the right to modify, alter or change the method of selection at any point of time to suit its requirement with the approval of the Competent Authority.

23. In case of any dispute(s), the jurisdiction will be Delhi.

Sd/-
[T.I. Rajput]
Registrar(Admn.II)(HR)