

SUPREME COURT OF INDIA

F.6/2023-SC(RC)
New Delhi, dated August 31, 2023

ADVERTISEMENT

Applications are invited from candidates who fulfill the following qualifications and other eligibility conditions as on 01.08.2023 for selection of suitable candidate for appointment to the post of Additional Registrar (Housekeeping)(Ex-cadre) in Pay Level 14:

Educational Qualification	:	Degree of a recognized University & Diploma in sanitation or public hygiene from a recognized Institute OR Degree in Hospitality Management
Experience	:	Minimum 10 years' experience in supervision of housekeeping works in Office Buildings/ Commercial Buildings/Educational Institutes/Prestigious Hotels
Age Limit	:	The candidate should not be less than 40 years and more than 50 years as on 01.08.2023.
Scheme of Examination	:	1. Written Test in the related field consisting of questions of general awareness also 2. Computer Knowledge Test (Qualifying in nature) 3. Interview

GENERAL INFORMATION

Candidates who fulfill the prescribed qualifications, experience and other eligibility conditions as on 01.08.2023 may apply giving full particulars in the enclosed application form supported by copies of all the relevant certificates and documents and a passport size photograph to be affixed on the application, all duly self-attested. Candidates who are already in Government service/Nationalized Banks/Public Sector Undertakings should send their application through proper channel. Applications not found as per prescribed proforma and not supported by self-attested documents/photograph will not be entertained. Candidates who do not fulfill the prescribed qualifications and other eligibility conditions need not apply.

The eligible candidates will first be required to appear in Written Test regarding their knowledge of related field and general awareness and those who qualify the said test will be required to appear in Computer Knowledge Test. Further, those who qualify Computer Knowledge Test will be required to appear for an Interview before an Interview Board. The candidates who qualify in the tests and interview will be empanelled for appointment to the post of Additional

Registrar (Housekeeping) (Ex-cadre). No TA/DA will be payable to the candidates for appearing in the tests and interview.

The candidate selected will be appointed to the ex-cadre post of Additional Registrar (Housekeeping) and his/her appointment will not confer upon him/her any right or title to claim appointment on the cadre post or promotion in the regular channel.

The Registry reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if needed, without issuing any notice. In case of any dispute, legal jurisdiction will be Delhi.

The application along with relevant annexures should be sent in an envelope subscribed with “Application for the post of Additional Registrar (Housekeeping)(Ex-cadre)” to the Branch Officer (Recruitment), Supreme Court of India, Tilak Marg, New Delhi-110001 by 4.00 P.M. on or before 21.09.2023. Applications received after due date shall not be entertained.

Registrar (Recruitment)

New Delhi
Dated : 31-08-2023

SUPREME COURT OF INDIA
(RECRUITMENT CELL)

APPLICATION FOR THE EX-CADRE POST OF ADDITIONAL REGISTRAR
(HOUSEKEEPING)

Paste
recent
self-
attested
passport
size

1. Name.....
2. Father's/Husband's Name.....
3. Date of Birth.....
4. Age as on 01.08.2023 : _____ Years _____ Months _____ Days
5. Correspondence Address:-
.....
.....
- 5A. Permanent Address
.....
.....
- Contact No. (Mobile)
- E.Mail Address
6. Educational Qualifications from 10th Class onwards (Attach self-attested copies of certificates from 10th class onward)

S.No.	Examination	Board/College/University	Year of Passing	% of Marks

7. Experience in relevant field (Attach copies of certificates in support of experience, clearly showing date of experience from – to and duration from respective organization).

S.No.	Details of experience in the relevant field	Duration of Experience in Years & Months and period (From – To)

8. Whether working in Government/Semi-Government/Public Sector Undertaking/Nationalised Bank (Attach NOC from present employer) YES/NO

9. If employed in Government/Semi-Government/Public Sector Undertaking/Nationalised Bank, fill in the following:-

- (i) Post held
- (ii) Department
- (iii) Period From..... To
- (iv) Duration
- (v) Pay Scale

10. Criminal history/FIR, if any

Certified that the information furnished by me is correct to the best of my knowledge and belief. If at any stage, any information is found to be false or incorrect, my application will be liable to be rejected.

Place :

Signature of the candidate

Date :

Name of the candidate