From: R.M. Dash
Branch Officer (Recruitment Cell)

To:
The Registrar General
High Court of Madhya Pradesh,
Principal Bench, Jabalpur
Jabalpur-482001

Sir/ Madam

I am directed to forward herewith an Advertisement dated 5.8.2020 for recruitment to the post of Building Supervisor in Level 8 of pay Matrix in the Registry of Supreme Court of India.

You are requested to give wide publicity to the aforesaid advertisement by bringing the contents of the advertisement to the notice of officials/officers working in your department and forward the applications of eligible and interested candidates to the Registry of Supreme Court of India at the earliest by due date.

Yours faithfully,

Branch Officer (Recruitment Cell)
Applications in the prescribed format are invited from the Indian Nationals who fulfill the following qualifications and other eligibility conditions for selection for appointment to eight posts of Building Supervisor placed in Level 8 of Pay Matrix with initial Basic Pay of Rs. 47600/- plus other allowances (approximate Gross Salary with HRA – Rs. 72,578/- p.m.) as admissible under the rules.

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

**Essential qualifications & Experience**

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<tr>
<th>Qualification</th>
<th>Experience</th>
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<tr>
<td>Degree of a recognized University AND Diploma in sanitation or Public Hygiene from a recognized Institute OR National Trade Certificate as Health Sanitary Inspector from a recognized Institute</td>
<td>Minimum 3 years experience in supervision of Office Building</td>
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<td>OR</td>
<td>Minimum 3 years experience in supervision of a prestigious Hotel/Office Building</td>
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<td>Bachelor of Hotel Management from a recognized Institute/University</td>
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**Age Requirement**

The candidates should be below 30 years as on 1.8.2020. Usual relaxation in age will be admissible to candidates belonging to reserved categories as per Government Rules. Relaxation in upper age limit up to a maximum of 5 years will be considered in case of those Government Servants who are working in posts, which are in the same line/allied cadre.

**General Information**

Candidates who fulfill the prescribed qualifications, experience and age requirement as on 1.8.2020 should apply giving full particulars (Bio-data) as per the proforma enclosed supported by copies of all the relevant certificates and documents and a passport size photograph affixed on the application form, all the
relevant certificates and documents and a passport size photograph affixed on the application form, all duly self attested. Candidates who are already working in Government service should send their applications through proper channel. Applications not found as per prescribed Proforma or not supported by self attested documents or self attested photograph will not be entertained. Candidates who do not fulfill the prescribed qualifications and other eligibility conditions need not apply.

The candidates applying for the post of Building Supervisor should ensure that they fulfill all the eligibility conditions for the said post. If on verification at any time before or after the tests/interview, it is found that the candidates does not fulfill any of the eligibility conditions, his/her candidature for the said post shall stand cancelled without any notice or further reference.

Eligible candidates shall be called for a Written Test in General Awareness and to ascertain the knowledge in Caretaking, Housekeeping and supervision of Office Building. Those who qualify in the Written Test will be called and to qualify in an interview.

Selected candidates will be appointed on probation for a period of two years in the first instance.

The Registry reserves the right to cancel/restrict/ enlarge/modify/alter the recruitment process, if needed, without issuing any notice.

No TA/DA will be payable to the candidate for appearing in the Written Test and Interview.

The application in a sealed cover indicating "APPLICATION FOR THE POST OF BUILDING SUPERVISOR" thereon and addressed to Registrar (Recruitment Cell), Supreme Court of India, Tilak Marg, New Delhi-110001 may be sent so as to reach him on or before 29.8.2020. Applications received after due date will not be entertained.

(Rajesh Kumar Goel)
Registrar(Recruitment Cell)
1. Name of the applicant

2. Father's Name

3. Date of Birth: ____________________________

   Years  Months  Days


5. Permanent Address:

6. Correspondence Address:

7. Phone/Mobile No.

8. E-mail address

9. Educational Qualifications

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<tr>
<th>S.No.</th>
<th>Examination</th>
<th>College/University</th>
<th>Year of passing</th>
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10. Details of Experience (in chronological order)

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<tr>
<th>S.No.</th>
<th>Name &amp; address of the employer</th>
<th>Post held</th>
<th>Period From</th>
<th>To</th>
<th>Total Years</th>
<th>Months</th>
<th>Job description in brief</th>
<th>Pay scale/salary drawn</th>
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11. 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.

Date: ____________________________

Signature of candidate