Scheme of Examination:

	Subject	Marks	Duration of test
Part-I	General Knowledge	20	2hours
	Language (Tamil/English)	20	
	Arithmetic	20	
Part –II	Computer including typing test (Practical)	15	1hour
	Viva-Voce	25	Date to be fixed by the recruitment committee
Total		100	

> **Note:** Only successful candidates in the written examination and computer practical test shall be called to appear in the Viva-voce test.

Details of Syllabus for each Subject:

i) **General Knowledge:** - Knowledge of past and current events and such other matters of everyday observation and experience as may be expected from an educated person.

ii) **Language(Tamil/English):-**
   a) A letter or application to be written in English – 5 marks
   b) One Tamil passage to be translated in English – 5 marks
   c) One English Passage to be translated into Tamil – 5 marks
   d) Comprehension of one English passage – 5 marks

iii) **Arithmetic :-** Vulgar fraction and decimals, simple and compound interest, Percentage , Profit and loss, Mixtures, Rates and Taxes, Square and Cubic measures, Problems on time and work and time and distance.
   Note: Problems more easily solvable by algebraic method need not be solved arithmetically

iv) **Computer Test(Practical) including typing** :- To test the proficiency of the candidate relating to matters like ,Test formatting of the paragraphs , insertion of table , skill to print and save, file transfer, web-site searching/ browsing , downloading e-mail, use of pen drive and other software's, etc and programmes of accounting .
   Type test: Type test to be done on computer- candidates shall be required to type out a passage of 400 words in English and 300 words in Tamil

General Instruction:

1. The applicants are instructed to use the prescribed application format for apply the post and shall fill the application in their own hand writing preferably using Black/Blue pens or by computer typed.
2. The applicants should specifically mention the post for which the application is submitted.
3. Separate applications to be submitted for each post.
4. A self addressed postal cover with stamp for Rs.50/- to be enclosed along with all the application without fail.
5. The applicants shall mention their mobile number in the application without fail.
6. The list of eligible candidates along with the date of written examination will be uploaded in the official website of the Tiruvannamalai District Court (www.ecourts.gov.in/tn/tiruvannamalai) and the District Legal Services Authority, Tiruvannamalai information website (www.dlsatiruvannamalai.info) in due course.