



STARTER KIT FOR ASPIRANTS

Junior Court Assistant Recruitment 2026

Supreme Court of India | Advertisement No. F.6/2026-SC (RC)

250

tentative vacancies

Level 6

Rs. 35,400 basic pay

4 stages

test, typing, essay, interview

28 Oct

last date to apply

WHAT THE NOTICE SAYS, IN 30 SECONDS

The Supreme Court Registry will prepare a panel of candidates for **250 tentative vacancies** of Junior Court Assistant (Group-B Non-Gazetted, Level 6). Any graduate with computer knowledge and **35 w.p.m.** typing can apply online between **7 and 28 October 2026**. Selection has four stages: an objective test (tentatively **20 November 2026**), a typing test, a descriptive English paper and an interview.

Start here: your first 5 steps

1. Read the full notice once, slowly. Note the dates and the fee.
2. Put **7 Oct** (applications open) and **28 Oct** (last date) in your phone calendar.
3. Take a 10-minute typing test today to find your starting speed.
4. Download the Supreme Court Rules, 2013 and the Officers and Servants Rules, 1961 from www.sci.gov.in.
5. Start a daily habit: one newspaper editorial and one current-affairs digest.

Inside this kit

At a glance | eligibility | exam pattern | dates and fee | subject guide | typing and descriptive tips | 7-week plan | centres and rules

SECTION 1

At a glance

Item	Details
Recruiting body	Supreme Court of India (Registry), New Delhi. Advertisement No. F.6/2026-SC (RC), dated 30 Sep 2026
Post	Junior Court Assistant (Group-B Non-Gazetted)
Vacancies	250 (tentative; may change with the Registry's requirements)
Pay	Level 6 of the Pay Matrix, initial basic pay Rs. 35,400 plus allowances
Qualification	Bachelor's degree from a recognized university in India; computer knowledge with typing speed of 35 w.p.m.
Age	18 to 30 years as on 1 Sep 2026 (relaxations apply)
Apply	Online only at www.sci.gov.in . No postal applications
Apply between	7 Oct 2026 and 28 Oct 2026, 11.55 p.m.
Fee	Rs. 1,500 (General/Unreserved); Rs. 750 (SC/ST/OBC non-creamy layer/Ex-servicemen/Physically challenged), plus bank charges. Non-refundable
Selection	Objective test, then typing test, then descriptive paper, then interview
Marks by stage	Objective 100, typing 50, descriptive 100, interview 25
Job location	Supreme Court Registry, New Delhi (tests in Delhi/NCR; objective test at centres across India)

Remember: the Registry can change the number of posts or alter the selection process without notice. Check the Recruitment link on www.sci.gov.in regularly.

SECTION 2

Eligibility, age and documents

Age limit (as on 1 September 2026)

- Minimum 18 years, maximum 30 years. Roughly, this means born between September 1996 and September 2008; check the exact cut-off in the official notice.
- Usual relaxation for SC, ST, OBC (non-creamy layer), physically challenged and ex-servicemen, as per Government of India rules.
- Up to 5 years extra for dependents of freedom fighters.
- No upper age limit for departmental candidates of the Supreme Court Registry.
- No age relaxation for staff of other Government departments, Public Sector Undertakings or Nationalized Banks.

Reservation

Reservation follows Rule 4A of the Supreme Court Officers and Servants (Conditions of Service and Conduct) Rules, 1961. Category cannot be changed after submitting the form.

Keep these ready before applying

☐	Recent photograph and signature (scanned)
☐	Class X certificate (name, parents' names and date of birth must match it exactly)
☐	Class XII and graduation certificates
☐	Caste/community certificate (reserved categories)
☐	Disability certificate, if applicable
☐	No Objection Certificate (NOC) from employer, if you work in a Government department, Public Sector Undertaking or Nationalized Bank. Needed at document verification
☐	Gazette Notification if your name or surname has changed
☐	Valid personal e-mail ID and mobile number, active throughout the process

Rejection risk: forms that do not follow the instructions are summarily rejected. False information or impersonation can lead to disqualification, prosecution and a ban, even after joining.

SECTION 3

Exam pattern and selection process

Stage	Test	Time	Max marks	Qualifying
1	Objective type test (multiple choice), 100 questions	1.5 hours	100	50
2	Typing speed test on computer, English, minimum 35 w.p.m.	10 minutes	50	25
3	Descriptive written test in English: comprehension passage, precis writing, essay	2 hours	100	50
4	Interview	-	25	13

Objective test: what the 100 questions cover

General English (incl. comprehension)	20
General Aptitude	15
General Knowledge	15
Judiciary provisions in the Constitution	15
Computer Knowledge	15
Supreme Court Rules, 2013	10
SC Officers and Servants Rules, 1961	10

Every question carries 1 mark (100 questions, 100 marks). **Negative marking: 0.25 marks for each wrong answer.**

How the shortlist works

- Candidates scoring 50 or more in the objective test are ranked by merit. If many qualify, **10 times the number of vacancies** (ratio 1:10) go on to the typing and descriptive tests.
- Typing test is **mandatory to qualify**. Descriptive answer sheets are checked only for candidates who pass typing.
- Candidates who qualify in all three tests are called for interview in the ratio of **3 times the number of vacancies** (1:3).
- Typing and descriptive tests are held in Delhi/NCR. Interview is online or physical in Delhi.

SECTION 4

Key dates, fee and how to apply

Event	Date
Online registration opens	7 October 2026
Last date to apply	28 October 2026, 11.55 p.m.
Objective test (tentative)	20 November 2026
Answer key uploaded	22 November 2026
Objections to answer key (tentative)	22 to 23 November 2026, till 11.55 p.m.
Typing test, descriptive test, interview	Dates to be notified on www.sci.gov.in , SMS and e-mail

Application fee (online only, non-refundable)

Category	Fee
General / Unreserved	Rs. 1,500
SC / ST / OBC (non-creamy layer) / Ex-servicemen / Physically challenged	Rs. 750
Bank charges	Extra, paid with the fee through the online payment gateway (UCO Bank)

Application steps

1. Open the Recruitment link on www.sci.gov.in once registration starts.
2. Fill in details exactly as on your Class X certificate. Choose test cities in order of preference.
3. Upload photograph, signature and documents as instructed, and give the undertaking that you have read the terms.
4. Pay the fee online. No other mode is accepted and fees are never refunded.
5. Preview the form, print it for your records (no need to post it) and save your **application number**. You need it to download the admit card.

Good to know

- Submitted applications cannot be withdrawn or modified. If you submit more than one, only the latest is considered.
- Admit cards are not posted. Download them from the Supreme Court website.
- An objection to an answer key costs Rs. 100, refunded if the objection is valid. The decision of the competent authority is final.
- If you get a job after applying, inform recruitment.cell@sci.nic.in without fail.
- No TA/DA is paid. Requests to change city, centre or date are not entertained.

Tip: do not wait for 28 October. Apply in the first week, so a payment or upload problem does not cost you the attempt.

SECTION 5

Subject-wise starter guide

The notice gives only the number of questions per subject, not a detailed syllabus. The topics below are a suggested starting point.

Subject (questions)	What to cover	How to start
General English (20)	Grammar: tenses, subject-verb agreement, articles, prepositions, voice, narration. Vocabulary: synonyms, antonyms, idioms, one-word substitutes, spelling. Error spotting, cloze, reading comprehension.	Read one passage and one editorial daily. Keep a word notebook. The same skills feed the descriptive paper.
General Aptitude (15)	Number series, percentage, ratio, average, profit and loss, time and work, time and distance, interest. Reasoning: coding-decoding, analogy, blood relations, directions, syllogism.	Fix formulas first, then timed sets of 15 questions.
General Knowledge (15)	Current affairs of the last 6 to 12 months (especially law and judiciary news), Indian polity, history, geography, economy basics, general science, awards, important days.	Follow a daily current-affairs digest and revise it weekly.
Judiciary in the Constitution (15)	Union Judiciary (Articles 124 to 147): appointment and removal of judges, jurisdiction, advisory role, binding precedent. High Courts (Articles 214 to 231). Subordinate courts (Articles 233 to 237). Article 32 and 226 writs, contempt, independence of the judiciary, tribunals.	Read the Constitution text for these Parts. Make an article-wise one-page table.
Computer Knowledge (15)	Hardware and software, operating systems, MS Word/Excel/PowerPoint, shortcuts, internet and e-mail, networking basics, cyber security, number systems, storage units, abbreviations.	Practice on a real computer. Learn the top 40 shortcuts.
Supreme Court Rules, 2013 (10)	Procedure in the Court: filing, petitions and appeals, Registry functions, time limits, fees and related rules.	Download the Rules from sci.gov.in and read in full. Summarise each Order in 5 lines.
SC Officers and Servants (Conditions of Service and Conduct) Rules, 1961 (10)	Recruitment and appointment, reservation (Rule 4A), probation, leave, conduct and discipline.	Read the rules text. Build flash cards of definitions and numbers.

Negative marking strategy: each wrong answer costs 0.25 marks. If a question has four options, guess only when you can rule out at least one option. Mark sure answers first and use the second round for doubtful ones.

SECTION 6

Typing test and descriptive paper

Typing speed test (50 marks, qualifying 25)

- 10 minutes, English, minimum 35 w.p.m. Mistakes allowed: 3% of the total words typed. At 35 w.p.m. that is about 350 words, so roughly 10 mistakes.
- A wrong word or figure counts as a **full mistake**. A capital for small letter (or the reverse), or a punctuation mark missed, added or swapped counts as a **half mistake**.
- Qualifying in typing is compulsory. Your descriptive paper is not checked otherwise.

Practice routine

- Learn touch typing (home row first). Do 30 minutes daily, accuracy before speed.
- Target 40 to 45 w.p.m. so that nerves on exam day do not drop you under 35.
- Practice with capitals and punctuation, since these are half mistakes.
- Do a full 10-minute test twice a week and log speed and errors.

Suggested speed milestones

By	Speed target	Accuracy target
End of week 1	25 to 30 w.p.m.	Under 10% errors
End of week 3	35 w.p.m.	Under 5% errors
End of week 5	40 w.p.m.	Under 3% errors
End of week 7	45 w.p.m.	Under 3% errors

Descriptive paper in English (100 marks, qualifying 50, 2 hours)

Three parts: comprehension passage, precis writing and essay writing. The notice does not give the marks for each part.

Part	Approach	Suggested time
Comprehension	Read the passage twice. Answer in your own words, in complete sentences.	35 minutes
Precis	Cut to about one-third of the length. Third person, no opinions, keep the key ideas, add a title.	35 minutes
Essay	Plan a short outline: introduction, 3 or 4 points with examples, conclusion. Keep the language simple and correct.	45 minutes
Review	Check spelling, grammar and word limits.	5 minutes

Practice habit: write one precis every two days and one timed essay every week. Ask a teacher or friend to mark them.

SECTION 7

7-week plan (3 Oct to 20 Nov 2026)

Built backwards from the tentative objective test on 20 November. Dates may shift, so update the plan when the final date is notified.

Week	Dates	Focus
1	3 to 9 Oct	Read the full notice. Start typing practice (30 min daily). Grammar basics. Constitution: Union Judiciary. Registration opens 7 Oct: collect documents and apply early.
2	10 to 16 Oct	Quantitative basics. High Courts and subordinate courts. Start reading Supreme Court Rules, 2013. Computer basics. Begin daily current affairs. Submit the application if not done.
3	17 to 23 Oct	Reasoning. Start Officers and Servants Rules, 1961. MS Office and shortcuts. First sectional tests. Begin precis practice.
4	24 to 30 Oct	28 Oct is the last date: confirm your application is complete and saved. Static GK. Revise both rule books. First weekly essay. Typing at 40 w.p.m.
5	31 Oct to 6 Nov	Two full objective mocks. Keep an error log. Revise current affairs. Timed descriptive practice (precis plus essay).
6	7 to 13 Nov	Mock every alternate day. Revise Constitution articles and flash cards. Timed 10-minute typing tests. Fix weak subjects from the error log.
7	14 to 20 Nov	Light revision only. Download the admit card, check the centre and travel. Rest well. Objective test (tentative) on 20 Nov.

A suggested daily routine (about 3 hours)

Time	Activity
30 min	Typing practice
45 min	English and aptitude (grammar, vocabulary, one set of maths or reasoning)
45 min	General Knowledge and current affairs
45 min	Constitution, the two rule books, or computer knowledge (rotate by day)
15 min	Revision and error log

After the objective test

Answer key is due on 22 Nov and objections close on 23 Nov. Keep typing and descriptive practice going, because the shortlist for these tests follows the objective result.

SECTION 8

Test centres, special provisions and resources

Test centres

The objective test is held at 131 centres across India (Annexure-A of the notice). You choose cities in order of preference, but the Registry may shift you to another city for administrative reasons. Centres in South India:

State	Centres
Kerala (7)	Ernakulam, Kannur, Kollam, Kottayam, Kozhikode, Thiruvananthapuram, Thrissur
Tamil Nadu (6)	Chennai, Coimbatore, Madurai, Salem, Tiruchirappalli, Tirunelveli
Karnataka (7)	Belagavi, Bengaluru, Hubballi, Mangaluru, Mysuru, Shivamogga, Udupi
Telangana (4)	Hyderabad, Karimnagar, Khammam, Warangal
Andhra Pradesh (9)	Guntur, Kakinada, Kurnool, Nellore, Rajahmundry, Tirupati, Vijayawada, Visakhapatnam, Vizianagaram

Persons with Disabilities

- Test concessions follow the Office Memorandum dated 1 Aug 2025 of the Department of Empowerment of Persons with Disabilities.
- A scribe can be used with the certificate in Annexure-I, or Annexure-IA for persons with less than 40% disability who have difficulty in writing.
- The scribe must be two to three academic years below the minimum qualification. An own scribe cannot be a candidate for the same exam or act for more than one candidate. Compensatory time is given.
- Missing supporting documents can cancel the candidature.

Official resources

- www.sci.gov.in: Recruitment link, application, admit card, notices and rule books.
- Constitution of India: Parts V and VI (judiciary chapters) from an updated bare Act.
- Supreme Court Rules, 2013 and the Officers and Servants Rules, 1961 from the Supreme Court website.
- Contact for employment changes: recruitment.cell@sci.nic.in.

Disclaimer: this kit summarises the advertisement dated 30 September 2026 and adds suggested preparation advice. It is not an official document. Dates marked tentative can change. Refer to the official notice and website for final information.