



THE HIGH COURT OF KERALA

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 Date: 31.12.2020

REC1-84497/2019

NOTIFICATION

Applications are invited from qualified Indian Citizens for appointment to the post of Personal Assistant (Grade II) to Judge in the High Court of Kerala against NCA and Regular vacancies as detailed below. Candidate shall apply online through the Recruitment Portal (www.hckrecruitment.nic.in). No other means /modes of application will be accepted.

1. **Name of the Post** : **Personal Assistant (Grade II) to Judge**
2. **Scale of Pay** : **₹27800-59400**
3. **Number of vacancies and validity of Ranked List**

Recruitment No.	No of vacancies	Method of Appointment
14/2020 (Sixth NCA notification for the selection year 25/03/2009 to 09/03/2011)	Scheduled Tribes - 1	Direct Recruitment (from candidates belonging to the communities mentioned here in the state of Kerala)
15/2020 (Second NCA notification for selection year 01/09/2014 to 31/08/2017)	Scheduled Castes - 2	Direct Recruitment (from candidates belonging to the communities mentioned here in the state of Kerala)
16/2020 (First NCA Notification for selection year 16/07/2018 to 11/03/2019)	Nadars included in SIUC - 1 Scheduled Tribes - 1 Scheduled Castes Converts to Christianity - 1 Scheduled Caste - 3 Hindu Nadars - 1 Muslims - 3 Viswakarmas - 1 Ezhavas, Thiyyas & Billavas - 2	Direct Recruitment (from candidates belonging to the communities mentioned here in the state of Kerala)
17/2020	7	Direct Recruitment (General vacancies)

Note: -1. *Ranked Lists will be prepared for each recruitment number in pursuance of this notification. The ranked lists so prepared for NCA vacancies (Rec No.*

14/2020, 15/2020, 16/2020), shall remain in force until candidates are advised and appointed against the vacancies earmarked for the respective communities.

2. Direct Recruitment as per Recruitment No.17/2020 for the post of Personal Assistant (Grade II) to Judge is to the vacancies that existed prior to the orders issued that direct recruitment shall be resorted to only in the absence of qualified candidates 'by promotion' from Confidential Assistant Grade II or by transfer from other eligible categories. Hence the ranked list prepared pursuant to Recruitment No.17/2020 will be intended only for 7 regular vacancies in the category of Personal Assistant (Grade II) to Judge and not more than 7 and the validity of the ranked list pursuant to Recruitment No.17/2020 in the category of Personal Assistant (Grade II) to Judge will remain in force only till the aforesaid 7 vacancies are filled up.

4. Age Limit :

- i. Candidates born between 02/01/1984 and 01/01/2002 (both days inclusive) are eligible to apply.
- ii. Candidates belonging to Scheduled Castes/ Scheduled Tribes born between 02/01/1979 and 01/01/2002 (both days inclusive) are eligible to apply.
- iii. Candidates belonging to Other Backward Classes born between 02/01/1981 and 01/01/2002 (both days inclusive) are eligible to apply.
- iv. A candidate who is an Ex-serviceman or Ex-general Reserve Engineer Force person or a disembodied Territorial Army person, in reckoning the age for his eligibility for appointment can exclude the period of his service in the defence forces or in the General Reserve Engineer Force or in the Territorial Army, as the case may be, and the period of unemployment on discharge up to a maximum of five years provided he has not completed the age of 50 years.
- v. Age relaxation up to 15 years will be granted to the blind and the deaf and dumb candidates and 10 years to orthopaedically disabled candidates subject to the condition that in no case upper age limit shall exceed 50 years.
- vi. Age relaxation upto 5 years will be granted to widows subject to the condition that in no case upper age limit shall exceed 50 years.

5. Qualification :

1. A Bachelor's Degree in any subject awarded or recognised by any of the Universities in Kerala.
2. K.G.T.E. (Higher) in Typewriting (English) and K.G.T.E. (Higher) in Shorthand (English) or equivalent qualification.

Desirable: Certificate in Computer Word Processing or equivalent.

Note:-

Those who claim equivalent qualification shall produce the respective Government Order to prove the claim as and when called for.

All the qualifications must have acquired on or before the date of closure of Step II of applications.

Candidates must refer to Clause 15 of this notification for details regarding submission of documents towards proof of their qualifications claimed while applying for the post.

6. Mode of Selection :

Selection will be on the basis of Dictation Test and Interview. The maximum

marks for the Dictation Test and the Interview will be 100 and 10 respectively. In order to be considered suitable for appointment, the candidates concerned must secure at least 50% marks in the dictation test and the interview separately.

The Dictation Test comprises Dictation or a passage (preferably a judgment) (about 1100 – 1200 words) for 10 minutes of varying speeds between 100 and 120 words per minute. The dictation should be transcribed using computer in 2½ hours. **The Dictation Test and Interview will be common for the candidates who apply in response to Recruitment Nos. 14/2020, 15/2020, 16/2020 and 17/2020.**

7. Application Fee: ₹500/-. (Five Hundred only)

Scheduled Castes/Scheduled Tribes and Unemployed Differently abled candidates are exempted from payment of application fee. For payment of fee, candidates should either use system generated Fee Payment Challan or pay online through Debit Card/ Credit Card/Net Banking by following instructions on the screen. Bank Transaction charges for Payment of application fee, if applicable, will have to be borne by the candidate.

8. Candidates possessing degrees which are not awarded by the Universities in Kerala should obtain certificate of recognition of their degrees from any of the Universities in Kerala and keep it with them. The certificate of recognition of the degree should be produced as and when called for, failure of which will entail cancellation of candidature.
9. Documents in original to prove age, qualification, Community, Non Creamy Layer status, EWS status etc should be produced as and when called for, failure of which will entail cancellation of candidature. The differently abled candidates who claim age relaxation by virtue of their differently abled status will have to produce a certificate from the Medical Board as per G.O. (P) No. 39/2012/SWD dated 30/6/2012 as and when called for. (The format of certificates will be available in the link '**Downloads**' in the recruitment portal)
10. Candidates, who are in the service of the Government of India or any of the State Governments, while applying, should obtain No Objection Certificate from their Head of Office or Department and keep it with them. If the candidate fails to produce the No Objection Certificate as and when called for, his/her candidature will stand cancelled. (Format of NOC is available in the link '**Downloads**' in the recruitment portal)
11. The candidate should ensure that the particulars furnished by him/her are correct in all respects. Anything not specifically claimed in the application against the appropriate field will not be considered at a later stage. In case it is detected at any stage of the recruitment that a candidate does not fulfil the eligibility norms and/or that he/she furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If suppression of material facts or furnishing of any incorrect/false information is detected even after appointment, his/her service is liable to be terminated.
12. Canvassing in any form will entail cancellation of candidature.
13. Appointment from the ranked list will be made in accordance with rules of reservation prescribed in the Rules 14 to 17 of Part II of the Kerala State and Subordinate Services Rules, 1958 and in accordance with the rules made for the purpose from time to time.

14. How to Apply:

- a) The online application process has two parts - **Step-I** and **Step-II**. 'Step-I/ New Applicant' is the first part for registration of the applicants. 'Step-II/ Registered Applicant' is the second part of the process for those applicants who had completed Step-I. **A candidate's online application is complete only if he/she completes both the steps which include the submission of application by clicking the 'FINAL SUBMISSION' option available in Step –II process and payment of application fee (if applicable).**
- b) **Candidates are advised to have a valid Mobile Number / valid personal e-mail ID.** It should be kept active during the recruitment process. No request for change of Mobile Number/e-mail ID will be entertained. High Court will send various intimations relating to the recruitment as **SMS/e-mail** to this Mobile Number/e-mail ID.
- c) In case a candidate does not have a valid personal e-mail ID, he/she may create his/her e-mail ID before applying online.
- d) If the candidate does not mention his/her Mobile Number/e-mail ID, no intimation relating to the recruitment will be sent to the candidate. Such candidates will have to visit the recruitment portal frequently for getting information about the recruitment.
- e) Before applying online, a candidate will be required to have a **scanned (digital) image of his photograph and signature** as per the following specifications;

Sl. No.	Image	File size	Dimensions(should be the exact size)	
			Height	Width
1	Photograph	20 KB to 40 KB	200 pixels	150 pixels
2	Signature	10 KB to 20 KB	100 pixels	150 pixels

- f) For further details the candidates are advised to visit the link "**Guidelines for Photograph & Signature**" available on the main page. Candidates should take care to upload good quality photograph. Otherwise it would be difficult to identify the candidate from the photograph on the Admission Ticket. **If the candidate cannot be identified from the photograph printed on the Admission Ticket, he/she will not be allowed to write the examination.**
- g) The candidate should also keep the particulars of educational qualifications and other personal details ready before applying as these details are required to be entered in the online Application Form. The detailed requirements are given in the link "**Sample Application Form**" available in the main page.
- h) The online application form is common for the NCA Recruitments (Recruitment Nos. 14/2020, 15/2020 & 16/2020) and Regular Recruitment (Recruitment No.17/2020).
- i) To start the application process, the candidates should click the link '**Step-I/ New**

Applicant' in the web page or the '**Apply online**' button available against the notification link. This will take the candidate to the next page where the options of '**POSTS**' are displayed. The candidates can access the **RECRUITMENT OF PERSONAL ASSISTANT (GRADE II) TO JUDGE main page** (hereafter called the main page) by clicking the option '**PERSONAL ASSISTANT (GRADE II) TO JUDGE**' available there. Before proceeding further, the candidate should read the detailed notification in the home page and *How to Apply, Guidelines for Photograph & Signature, FAQ and Sample Application Form* provided in the main page.

- j) In Step-I (Registration for New Applicants), the candidate has to fill in basic information about him/her. The information provided during Step-I process cannot be modified after submission with key number.
- k) **Towards the end of Step-I process, the candidate will be asked to generate a Key Number. The Key Number should be eight digit long and it should contain at least one upper case letter (A,B,C,...), one lower case letter (a,b,c,...), one numerical digit (0,1,2,3,...) and one of the special characters (! @ # \$ % ^ * () _ + { } ; : < . >). The candidate is advised to note down the Key Number and to keep it securely till the selection process is over since it is required to be entered each time he/she log into the system. Under no circumstances, he/she should share/mention Key Number with/to any other person. Before proceeding with the completion of the Step-I (Registration) process, the candidate should ensure that the reservation category, Religion, Caste, and other entered details are shown correctly in the 'confirmation screen'.**
- l) On completion of Step-I, the candidate will be assigned an **Application Number** which will be displayed on the screen and intimated to the candidates through SMS/e-mail. Candidate can continue the application filing process by clicking on the 'Proceed' button available in the above screen and complete the application filing process in one go, if he/she so desires, or exit the page.
- m) If he/she opts to exit the page, he/she has to log into the system by clicking on the link "Step-II / Registered Applicant" and then entering the Application Number and Key Number. The candidate will then have access to the Step-II process.
- n) In Step-II/Registered Applicant, the link '**Upload Photograph and Signature**' will be available. Only after completion of uploading of photograph and signature, the link – '**Application**' will be visible. The details furnished by the candidates during Step-II process can be modified till the **Final Submission** of online applications. **However, the photograph and signature once uploaded cannot be changed. Final Submission link** will be available only if all the required details are furnished in the link 'Application' and its other dynamic sub links (Employment details, Service Particulars, Civil/Criminal cases etc.).The candidate should fill all the required information in these links.
- o) On satisfying that the information furnished are correct and complete, the candidate must finally submit the Application by clicking the link '**Final Submission**', and furnishing the details required therein. **The process of online filing of application will be complete only on successful Final Submission of application as stated above.** Once an online application is finally submitted, no

further change can be made in Step-II. Therefore, the candidates are instructed to ensure the accuracy and correctness of details furnished before clicking the '**Final Submission**' button.

- p) **Payment of application fee is the last stage of the online application process.** After making '**Final Submission**' as indicated in clause (n) above, the candidate, if applicable, shall make the payment of application fee within the stipulated time. An application will be incomplete if applicable fee is not remitted and such applicants will not be considered for the selection process.
- q) **The application fee can be paid through online mode (Debit Card/Credit Card/Net Banking) or offline mode (Cash payment at the branches of the State Bank of India using the system generated fee payment challan). Payment of fee by Demand Draft/Cheque/Money Orders/Postal Orders etc. will not be accepted. Fee once paid will not be refunded on any account nor can it be held in reserve for any other examination. The candidates are instructed to refer to the Terms & Conditions and policies with respect to payment, available in the payment page of the website. Fee payment by either mode can be made only after the final submission of application. The candidates should ensure that the web browser used by them is compatible with the same of Bank to make hassle free payment of application fee.**
- i) *Online payment facility will be available from the date of commencement of Step I process. For making online payment of application fee, the candidate should click the link 'Fee Payment' available in the profile of the candidate and follow the instructions available on the screen.*
- ii) *Payment through offline mode can be made only after the last date fixed for closure of Step II process. The challan for offline mode of fee payment can be downloaded from fee payment page available in the profile of the candidate till the date fixed for closure of Step II process. After that date, the system generated challan will not be available. So, candidates should ensure that the challan is downloaded on or before the date fixed for closure of Step II process. However, payment through offline mode can be made till the date fixed for the same.*
- r) **The candidates who are exempted from fee payment and the candidates who wish to pay the fee through online mode (Debit Card/Credit Card/Net Banking) can complete the online application filing process in one go, if they so desire. In case the candidates do not intend to complete the online application filing process in one go, he/she can login to STEP-II link available in the Home Page by providing Application Number and Key Number and continue the process.**
- s) **The successful remittance of application fee marks the end of online application filing process.**
- t) **The candidates should take printout of Application and keep it for future reference. They need not send the printout of the online application or any other documents to the High Court.**

15. Candidates will have to submit the self attested copies of their (a) Degree certificate and recognition certificate (if applicable) (b) self attested copies of certificates of K.G.T.E. (Higher) in Typewriting (English) and K.G.T.E. (Higher) in Shorthand (English) or equivalent qualification and Government Order to prove the claim of equivalency by post within 21 days from the date of closure of STEP – II process. The envelope shall be superscribed "Personal Assistant (Grade II) to Judge-2020 – Application No - Copy of Certificates" and sent to "The Registrar (Recruitment & Computerisation), High Court of Kerala, Ernakulam, Kochi – 682 031."

16. Applications of candidates who do not submit documents as mentioned in Clause 15 above will be summarily rejected. After scrutiny of the documents, eligible candidates will be called for Dictation test.

17. Admission Tickets/Call Letters for Dictation Test/ Interview:

- i. The candidates should download the Admission Tickets/Call Letters from the link "STEP-II" from the recruitment portal www.hckrecruitment.nic.in.
- ii. The Admission Tickets for Dictation test will be ready for download three weeks prior to the date of the Dictation test and the Call Letters for Interview will be ready for download two weeks prior to the Interview and the candidate will be intimated through SMS/e-mail. The candidates who have found place in the Short List can download and take printout of the call letters for interview.
- iii. If a candidate is unable to download his/her Admission Ticket/Call Letter, he/she should contact the High Court at 0484-2562235. In case no communication is received in the office of the High Court from the candidate regarding non-receipt of his/her Admission Ticket/Call Letter at least one week before the Dictation Test/Interview, as the case may be, he/she himself/herself will be solely responsible for non-receipt of his/her Admission Ticket/Call Letter. The candidates are also advised to visit the recruitment portal of the High Court (www.hckrecruitment.nic.in) at least once in a week to know about the schedule of the Dictation test/ Interview.
- iv. The candidates should note that their admission to the Dictation test/ interview will be purely provisional based on the information given by them in the Online Application Form. This will be subject to verification of all the eligibility conditions by the High Court.
- v. The mere fact that Admission Ticket/Call Letter has been issued to a candidate does not imply that his/her candidature has been finally cleared by the High Court or that entries made by the candidate in his/her application for the post of Personal Assistant (Grade II) to Judge have been accepted by the High Court as true and correct. The High Court takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified for the interview.

18. Important Dates to be remembered with regard to the submission of application:

Date of commencement of STEP-I & STEP-II Processes and remittance of Application Fee through online mode	8.1.2021
Closure of STEP-I Process	29.1.2021

Date of Closure of Step II process, remittance of application fee through online mode and downloading of challan for Offline Payment	5.2.2021
Commencement of remittance of application fee through offline mode at State Bank of India branches.	9.2.2021
Last date for remittance of application fee through offline mode	16.2.2021
Last date for receipt of the copies of the required documents	26.2.2021

19. Before applying online, the candidates should read How to Apply, Guidelines for Photo & Signature, FAQ and Sample Application Form provided in the Recruitment Portal (www.hckrecruitment.nic.in) of the High Court.
20. Applications not submitted in accordance with the eligibility and other norms mentioned in this Notification as well as the instructions published in the Recruitment Portal will be summarily rejected.
21. In case of doubts, candidate may contact at 0484-2562235 (Recruitment & Examination Cell, High Court) on all working days between 10 a.m. and 4.30 p.m.

(By Order)

K.K.Mohandas
Registrar (Recruitment & Computerisation)