

THE HIGH COURT OF KERALA

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A6-103632/2013/REC1

Kochi : 682 031
Dated : 04.02.2014

NOTIFICATION

Applications are invited from qualified Indian Citizens for appointment to the post of Personal Assistant to Judge Grade-II in the High Court of Kerala. Applications should be submitted in the prescribed format which is available in the website (www.hckrecruitment.nic.in) and notice board of the High Court. Applications in the prescribed format prepared on good quality A4 size paper in accordance with the instructions in this notification should be sent to the High Court by post.

1. **Recruitment No** : 4/2014
2. **Name of the post** : Personal Assistant to Judge Grade-II
3. **Scale of pay** : ₹14620-25280
4. **Number of vacancies**: 6 (Anticipated)
The anticipated vacancies and the vacancies that may arise during the period of validity of the ranked list shall also be filled up from the list. The ranked list prepared pursuant to this notification shall remain in force for a minimum period of two years from the date on which it is brought into force and shall continue to remain in force until the publication of a fresh list or till the expiry of three years, whichever is earlier.
5. **Method of appointment**: Direct recruitment
6. **Age Limit**: Candidates should have been born between 02/01/1978 and 01/01/1996(both days inclusive). Candidates belonging to Scheduled Castes/Scheduled Tribes should have been born between 02/01/1973 and 01/01/1996(both days inclusive). Candidates belonging to Other Backward Classes should have been born between 02/01/1975 and 01/01/1996(both days inclusive).
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.
7. **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.
8. **Mode of Selection**: Selection will be on the basis of Dictation Test and Interview. The Dictation Test comprises Dictation of a passage (preferably a judgment)(about 1100 - 1200 words) for 10 minutes at 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 this notification and notification no. A6-86555/2013/REC1 dated 04-02-2014(Recruitment No. 2/2014) and notification no. A6-86556/2013/REC1 dated 04-02-2014(Recruitment No. 3/2014).
9. **Application fee**: ₹250/-(Rupees Two Hundred and Fifty only). Scheduled Caste/Scheduled Tribe and Unemployed Physically Handicapped candidates are exempted from payment of fee. The fee should be remitted by way of Demand Draft drawn from any of the Nationalised Banks in favour of 'Registrar General, High Court of Kerala' and payable at Ernakulam. The candidates should write their name and address on the reverse of the Demand Draft and send it along with the application. Fee once paid will not, in any case, be refunded.

10. Appointment to the post from the Ranked List prepared as per this notification will be made in accordance with the rules of reservation prescribed in Rules 14 to 17 of Part II of Kerala State & Subordinate Services Rules, 1958 and in accordance with the rules made for the purpose from time to time.
11. The candidates should have acquired the qualification prescribed on or before the last date fixed for receipt of applications. Candidates possessing degrees which are not awarded by any of 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.
12. The candidates should send along with the application self attested copies of certificates/documents to prove their qualification. Mark lists will not be accepted as proof of qualifications. Failure to produce proof of qualification will entail rejection of application.
13. Documents to prove age, community, Non Creamy Layer status etc. should be produced as and when called for.
14. The candidates should affix their passport size photograph (taken within the last six months) at the space provided for in the application form and sign across it. Applications received without signature on the photograph affixed will be rejected.
15. Candidates should select the recruitment for which they wish to apply by putting (√) mark in the box shown against the Recruitment Number. Applications with none of the Recruitment Numbers selected will be rejected.
16. The candidates should fill up all the columns in the application form. Do not fill up any column by dashes or dots or any other marks. If any column is not applicable, write 'Not Applicable' in the column.
17. While applying, candidates who are in the service of the Government of India or any of the State Governments 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.
18. The candidates should ensure that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is detected even after appointment, his/her service is liable to be terminated.
19. The envelope containing the application shall be superscribed 'Application for the post of Personal Assistant to Judge Grade-II (NCA & General Recruitment-2014)' and sent to 'The Registrar General, High Court of Kerala, Ernakulam, Kochi – 682 031.'
- 20. Last date for receipt of applications : 20.03.2014**
21. Applications which are not in accordance with this notification and received after the last date prescribed shall be summarily rejected.
22. For clarifications, if any, candidates may call : 0484-2562235.

(By order)

Venu Karunakaran
Registrar (Recruitment & Computerisation)