



THE HIGH COURT OF KERALA

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REC1-59985/2020

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Dated : 29.06.2021

NOTIFICATION

Applications are invited from qualified Indian Citizens for appointment to the following post in the High Court of Kerala. Candidate shall apply online through the Recruitment Portal (www.hckrecruitment.nic.in). No other means/modes of application will be accepted.

1. **Recruitment Number** : 01/2021
2. **Name of the Post** : Assistant
3. **Scale of Pay** : ₹39300 - 83000
4. **Number of vacancies and Validity of Ranked List: 55 (FIFTY FIVE) (Anticipated)**
(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 one year 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 two years, whichever is earlier)
5. **Method of Appointment** : Direct Recruitment.
6. **Age Limit** :
 - (i) Candidates born between 02/01/1985 and 01/01/2003 (both days inclusive) are eligible to apply.
 - (ii) Candidates belonging to Scheduled Castes/ Scheduled Tribe born between 02/01/1980 and 01/01/2003 (both days inclusive) are eligible to apply.
 - (iii) Candidates belonging to Other Backward Classes born between 02/01/1982 and 01/01/2003 (both days inclusive) are eligible to apply.
 - (iv) Candidates who are the members of the High Court Service working in the categories having pay scales below that of Assistant born between 02/01/1981 and 01/01/2003 (both days inclusive) are eligible to apply. Candidates claiming age relaxation under this clause shall take their chances for appointment purely on the basis of merit and shall be considered against open competition vacancies

only.

- (v) 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.
- (vi) Age relaxation upto 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.
- (vii) 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.

7. Qualifications:

Bachelor's degree with at least 50% marks (no stipulation of marks in the case of candidates belonging to Scheduled Castes/Scheduled Tribes), OR Master's Degree OR Law Degree, awarded or recognised by any of the Universities in Kerala."

Desirable: Knowledge in Computer Operations.

- Note i)** If a candidate possesses only Bachelor Degree with less than 50% marks, he/she is not eligible to apply for the post. Rounding off to the nearest integer is not allowed. (For eg. 49.5% cannot be rounded off to 50%).
- ii)** Wherever CGPA/OGPA or letter grade is awarded in a qualifying examination, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute where candidate studied. Candidate shall also obtain a certificate to this effect from University/Institute which shall be required at the time of Interview.
- iii)** Candidates must have acquired all the qualifications on or before the date of closure of Step II process of online application.

- 8. Mode of Selection:** The selection will be on the basis of Objective Test, Descriptive Test and interview. The Objective Test will be for 100 Marks to be answered in OMR Answer Sheet and Descriptive Test for 60 marks to be written on separate answer sheets. **Immediately after the Objective Test, Descriptive Test will be administered.**

- (i) **Objective Test:** The Objective Test with 75 minutes duration consists of 3 Sections with marks shown against each (Total 100 marks) as follows:

A) General English – 50 marks,

B) General Knowledge – 40 Marks

(Facts about India & Kerala, Constitution of India, General Science & Information Technology and Current Affairs)

C) Basic Mathematics & Reasoning – 10 marks.

Each question will carry 1 mark. For every incorrect answer, 1/4 mark will be deducted.

- (ii) **Descriptive Test:** The Descriptive Test with 60 minutes duration (60 Marks) consists of précis, comprehension and short essays.
- (iii) **Interview:** The interview is for 10 marks. The minimum marks for being included in the ranked list will be 35% in the interview.
- (iv) The medium of the test will be English. The standard of the questions will be that suitable for candidates with Degree Qualification.
- (v) The minimum marks for being included in the Short List of candidates to be called for the interview will be 40% in the Objective Test. The number of candidates to be included in the Short List of candidates to be called for the interview will be decided by the High Court having regard to the number of vacancies notified, the number of candidates appointed from the previous list, nature of the post and chances of occurrence of vacancies.
- (vi) Descriptive Test paper of only those candidates will be evaluated who are eligible to be included in the Short List of candidates to be called for the interview as stated above on the basis of marks in the Objective Test. There will be no cut off mark for the Descriptive Test.
- (vii) The marks obtained in the Objective Test will be added to the marks obtained in the Descriptive Test and Interview for preparing the final rank list.

9. **Application Fee:** ₹450/- (Rupees Four hundred and Fifty only). Scheduled Castes / Scheduled Tribes / 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.

10. Facilities for Persons with Disabilities:

- (i) Candidates with benchmark disabilities whose writing speed is affected can avail the services of a scribe. Such candidates should indicate the same in their online application form. Such candidates, whether availing the facility of scribe or not, will be allowed compensatory time of 20 minutes and/or part thereof for every hour of the examination.
- (ii) The use of scribe will be governed by the guidelines prescribed by the High Court and candidates will have to produce a medical certificate and declaration at the

time of test in the prescribed format available in the recruitment portal.

11. The test will be conducted at Thiruvananthapuram, Alappuzha, Ernakulam, Thrissur and Kozhikode. Candidates should choose the name of the Centre where he/she desires to take the examination in the online application. No change in the choice of examination centre will be entertained under any circumstances. The High Court reserves the right to add or delete any centre at its discretion. The High Court also reserves the right to allot a candidate to any centre other than the one he/she has opted for.
12. 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.
13. Documents in original to prove age, qualifications, Community, Non Creamy Layer status, economically weaker section status etc should be produced as and when called for, failure of which will entail cancellation of candidature. Candidates who belong to differently abled category and claim age relaxation will have to produce a certificate from the medical board as per G.O (P) No.39/2012/SWD dated 30/06/2012 as and when called for. (The format of certificates will be available in the link 'Downloads' in the recruitment portal.)
14. 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 candidates fail 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)
15. Candidates 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 fulfill 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.
16. 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 of the High Court will be summarily rejected.
17. Canvassing in any form will entail cancellation of candidature.
18. 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.

19. 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 completing 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. The 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 candidates do not mention his/her Mobile Number/e-mail ID, no intimation relating to the recruitment will be sent to candidates. 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 (in a pen drive or CD)** 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 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) Candidates 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) To start the application process, 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 candidates to the next page where the options of '**POSTS**' are displayed. Candidates can access the '**RECRUITMENT OF ASSISTANT**' main page (hereafter called the main page) by clicking the option '**ASSISTANT**' available there. Before proceeding further, candidates 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.

- i) In Step-I (Registration for New Applicants), candidates has to fill in basic information about him/her. The information provided during Step-I process cannot be modified after submission with key number.
- j) Towards the end of Step-I process, candidates 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 (! @ # \$ % ^ * () _ + { } ; : < . >). Candidates are 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, candidates should ensure that the reservation category, Religion, Caste, and other entered details are shown correctly in the 'confirmation screen'.**
- k) On completion of Step-I, candidates will be assigned an **Application Number** which will be displayed on the screen and intimated to candidates through SMS/e-mail. The 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.
- l) 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. Candidates will then have access to the Step-II process.
- m) 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 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.).Candidates should fill all the required information in these links.
- n) On satisfying that the information furnished are correct and complete, candidates must finally submit the Application by completing the '**Final Submission**' step by 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, candidates are instructed to ensure the accuracy and correctness of details furnished before clicking the '**Final Submission**' button.
- o) **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 application fee is not remitted and such applicants will not be considered for the selection process.
- p) **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. 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.** Candidates should ensure that the web browser used by them is compatible with the same of the 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, candidates should click the link 'Fee Payment' available in the profile of candidates 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 candidates 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.*
- q) The successful remittance of application fee marks the end of online application filing process.
- r) 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.

20. Admission Tickets/Call Letters for Test/ Interview:

- (i) 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 test will be ready for download three weeks prior to the date of the test and the Call Letters for Interview will be ready for download two weeks prior to the Interview and candidates will be intimated through SMS/e-mail. 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 candidates regarding non-receipt of his/her Admission Ticket/Call Letter at least one week before the 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. 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 test/ Interview. Candidates should note that their admission to the 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.

- (iv) 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 candidates in his/her application for the post of Assistant 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, at the time of certificate verification.

21. 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	08.07.2021
Date of closure of Step-I process	28.07.2021
Date of closure of Step-II process, remittance of application fee through online mode and downloading of challan for offline payment	09.08.2021
Commencement of remittance of application fee through offline mode at SBI branches.	11.08.2021
Last date for remittance of application fee through offline mode	27.08.2021

22. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till last date to avoid the possibility of inability/failure to login to the recruitment portal of High Court.
23. 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)



Ealias K. Abraham

Registrar (Recruitment & Computerisation)