

THE HIGH COURT OF KERALA

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A2-6916/2016/REC1

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Dated : 20/07/2018

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) of the High Court. No other means/ modes of applications will be accepted.

1. **Recruitment Number** : 5/2018
2. **Name of the Post** : ASSISTANT
3. **Scale of Pay** : ₹27800-59400
4. **Number of vacancies and Validity of Ranked List** : 38 (Thirty Eight)(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 02/01/1982 and 01/01/2000 (both days inclusive) are eligible to apply.
 - ii) Candidates belonging to Scheduled Castes/Scheduled Tribes born between 02/01/1977 and 01/01/2000 (both days inclusive) are eligible to apply.
 - iii) Candidates belonging to Other Backward Classes born between 02/01/1979 and 01/01/2000 (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 02/01/1978 and 01/01/2000 (both days inclusive) are eligible to apply. The 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.
7. **Qualification** : Bachelor's degree with atleast 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 : 1. If the 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%).
2. 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. Please also obtain a certificate to this effect from University/Institute which shall be required at the time of Interview.
8. **Mode of Selection** : Selection will be on the basis of Written Test and Interview. The written test consists of Objective Test and Descriptive Test. Immediately after the Objective Test, Descriptive Test will be administered.
 - i) **Objective Test** : The Objective Test with 75 minutes duration to be answered in OMR Answer Sheet consists of 3 Sections with marks shown against each (Total 100 marks) as follows : (a) General English – 30 marks, (b) General Knowledge – 50 marks and (c) Basic Mathematics – 20 marks. Each question will carry 1 mark. For every incorrect answer, 1/3 mark will be deducted.

- ii) **Descriptive Test** : The Descriptive Test with 30 minutes duration (40 Marks) to be written on separate answer sheets consists of precis, letter writing and essay.
 - 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. There will be no cut off mark for the Descriptive 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.
9. **Application Fee** : ₹400/-. 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 who are blind/low vision or affected by cerebral palsy with locomotor impairment and whose writing speed is affected can avail the services of a scribe of their choice during the written examination. 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 the candidates will have to produce a medical certificate and declaration in the prescribed format which will be available in the recruitment portal at the time of examination.
11. **Examination Centres** :The written 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 in cancellation of candidature.
13. Documents in original to prove age, qualification, community, Non Creamy Layer status etc. should be produced as and when called for, failing of which will entail in cancellation of candidature.
14. 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. (Format of NOC is available in the link '**Downloads**' in the website)
15. While applying online for the post, the candidates should ensure that he/she fulfils the eligibility and other norms mentioned above. The candidate should have acquired the prescribed qualification on or before the date fixed for closure of STEP-II process. The date for determining whether a candidate does possess the qualification shall be the date fixed for closure of STEP – II process.

16. Candidates should ensure that the particulars furnished by him/her are correct in all respect. 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 any of these shortcomings are detected even after appointment, his/her service is liable to be terminated.
17. **It is important to note that a candidate's online application is complete only if he/she completes the 'FINAL SUBMISSION' portion which is available at the end of the online application processes.**
18. 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.
19. 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.
20. Before applying online, the candidates should read *How to Apply, Guidelines for Photo & Signature and Sample Application Form* provided in the Recruitment Portal (www.hckrecruitment.nic.in) of the High Court.
21. **Important Dates to be remembered with regard to the submission of application:**

Date of commencement of online applications (STEP-I & STEP-II Processes)	26.07.2018
Closure of STEP-I Process	20.08.2018
Last date for remittance of Application Fee	31.08.2018
Closure of STEP-II Process	06.09.2018

22. In case of doubts, candidate may contact at 0484 - 2562235 & 2562958 (Recruitment & Examination Cell, High Court) on all working days between 10 a.m. and 4.30 p.m.

(By Order)

Sabu K. Varghese
Registrar (Recruitment & Computerisation)