

HIGH COURT OF KERALA

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A2-11446/2010/REC3

Kochi: 682 031,
Dated: 28-09-2011.

NOTIFICATION

Applications are invited from qualified Indian citizens for appointment to the post of ASSISTANT in the High Court of Kerala. Candidates shall apply online through the websites "hckrecruitment.nic.in" or "highcourtofkerala.nic.in". After applying online the candidate should take a system generated printout of the online application on A4 size paper, duly sign it, paste passport size photograph(taken within the last six months) at the place indicated and sign across it and send it along with Demand Draft to the High Court by post. No other means/modes of application will be accepted. The sites will be open from 11 a.m. on 28-9-2011 to 4.30 p.m. on 11-11-2011. The last date for receipt of system generated printout of the online application is 4.30 p.m. on 21-11-2011.

1. **Recruitment Number** - 8/2011
2. **Name of post** - ASSISTANT
3. **Scale of pay** - 7990-12930(Prerevised)
4. **Number of Vacancies** - 49(Forty Nine). 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. **Mode of selection** - The selection will be on the basis of Written Test and Interview. The minimum marks for being included in the ranked list will be 40% in the written test and 35% in the interview. The syllabus for the written test comprises General English, General Knowledge and Basic Mathematics. The written test will be common for the candidates who apply in response to this notification and the notification No.A2-11446/2010/REC3(1)(Recruitment No.7) for the NCA vacancies in the post of Assistant.
7. **Age limit** -
 - (a) The candidates should have been born between 02-01-1976 and 01-01-1993(both days inclusive).
 - (b) Other Backward Classes candidates should have been born between 02-01-1973 and 01-01-1993(both days inclusive). SC/ST candidates should have been born between 02-01-1971 and 01-01-1993(both days inclusive).
 - (c) Candidates who are members of the High Court Service working in categories having pay scales below that of ASSISTANT should have been born between 02-01-1971 and 01-01-1993(both days inclusive). 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.
 - (d) 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 upto a maximum of five years provided he has not completed the age of 50 years.

8. **Qualification** - Bachelors Degree in the first or second class or equivalent grade, with a minimum of 50% marks for optional subjects **OR** Masters Degree **OR** Law Degree, awarded or recognised by any of the Universities in Kerala.
In the case of SC/ST candidates, graduates with third class are also qualified to apply.
Desirable: Knowledge in computer operations.
9. **Application Fee-** ₹200/-. SC/ST and Unemployed Physically Handicapped candidates are exempted from payment of application fees. Scheduled Caste converts to Christianity candidates who apply for both the regular vacancies and the NCA vacancies need to take only one Demand Draft. But they should enter the details of the Demand Draft in both the applications. Application fee should be remitted by way of Demand Draft drawn on any of the Nationalised Banks in favour of the 'Registrar General, High Court of Kerala' payable at Ernakulam. The candidates should write their name and address on the reverse of the Demand Draft and send it along with the system generated printout of the online application. Fees remitted in any other form will not be accepted. Fees once paid will not, in any case, be refunded.
10. Appointment from the ranked list prepared as per this notification will be made in accordance with rules of reservation prescribed in 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.
11. 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.
12. No certificates or enclosures other than the Demand Draft are to be sent along with the system generated printout of the online application. Documents to prove age, qualification, community, disability etc should be produced as and when called for.
13. While applying online for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned above. The qualification prescribed for the post shall be the one acquired by the candidate on or before the last date fixed for receipt of online applications. The date for determining whether a candidate does possess the qualification shall be the last date fixed for receipt of online applications.
14. 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.
15. **Candidates should affix their passport size photograph (taken within the last six months) at the space provided for it in the system generated printout of the online application and sign across it. The online applications the printout of which are received without signature on the photograph affixed will be rejected.**
16. Claims made by the candidates subsequent to the submission of applications will not be considered under any circumstances. Proof submitted without proper claim in the application also will not be considered.
17. The candidate 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.

18. **How to apply:-**

- (a) The candidates (other than SC/ST/Unemployed Physically Handicapped) should have their Demand Draft for `200/-ready before applying online as the Demand Draft details are required to be entered in the online application. The DD should not be dated before 28-9-2011 and after 11-11-2011. The candidates should write their name and address on the reverse of the Demand Draft and send it along with the system generated printout of the online application. Fees remitted in any other form will not be accepted.
 - (b) The candidate should apply online through the websites "hckrecruitment.nic.in" or "highcourtofkerala.nic.in".
 - (c) Before clicking the "SUBMIT" button at the bottom of the online application form, the candidates should ensure that the details entered by them are correct.
 - (d) After applying online, the candidate should obtain a system generated printout of the application in A4 size paper. The printout will have two pages. The candidate should put his signature on this system generated printout at the place indicated (below the declaration on the second page), paste his/her recent passport size photograph (taken within the last six months) at the place indicated and sign across it. The signature on the photograph should be clearly legible.
 - (e) The envelope containing the system generated printout of the online application bearing candidate's signature and photograph affixed on it and the Demand Draft shall be superscribed "Printout of the online application for the post of ASSISTANT" and sent to "THE REGISTRAR GENERAL, HIGH COURT OF KERALA, ERNAKULAM, KOCHI-682 031".
 - (f) Candidates should keep a photocopy of the system generated printout of online application for further reference.
19. Only those online applications the system generated printout of which is duly signed along with DD and signed photograph pasted and received on or before the last day prescribed for the same will be treated as valid. The High Court will not be responsible for any postal delay or loss in transit.
20. The candidates should ensure that the details in the system generated printout are that of the candidates themselves. The candidates who make alterations in the system generated printout or attempt to write the written test by making alterations in the Admission Tickets downloaded are liable to be punished.
21. Applications submitted not in accordance with the instructions in this notifications and the instructions in the websites will be summarily rejected.
22. **Admission Ticket for the Written Test:-** Admission Tickets will not be sent by post. Candidates have to download their Admission Tickets for the Written Test from the websites "hckrecruitment.nic.in" or "highcourtofkerala.nic.in". The Admission Tickets will be ready for download from three weeks before the date of the Written Test and the matter will be informed through press release and through SMS in the case of candidates who have entered their mobile numbers in the online application. The candidates are also advised to visit the website of the High Court at least once in two weeks to know about the date of the test.
23. For removal of doubts, candidates may call:0484-2562235.

(By Order)

Venu Karunakaran
Registrar(Recruitment&Computerisation)