

THE HIGH COURT OF KERALA

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Kochi:682 031  
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**NOTIFICATION**

Online 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 website **www.hckrecruitment.nic.in**. No other means/modes of application will be accepted.

1. **Recruitment Number** - **16/2014**
2. **Name of the Post** - ASSISTANT
3. **Scale of Pay** - ₹13900 - 24040
4. **Number of vacancies** - 58 (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 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 written test consists of Objective Test for 100 Marks to be answered in OMR Answer Sheet and Descriptive Test for 40 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 -30 Marks, (b) General Knowledge-50 Marks and (c) Basic Mathematics-20 Marks. The number of questions will be 100. Each question will carry 1 mark. For every incorrect answer 1/3 mark will be deducted. The question paper will be in four series(A, B, C and D).
  - (ii) **Descriptive Test:** The Descriptive Test with 30 minutes duration (40marks) will consist of précis, letter writing & 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.
7. **Age limit -**
- (a) Candidates born between 02/01/1978 and 01/01/1996(both days inclusive).
  - (b) Candidates belonging to Scheduled Castes/Scheduled Tribes born between 02/01/1973 and 01/01/1996(both days inclusive).
  - (c) Candidates belonging to Other Backward Classes born between 02/01/1975 and 01/01/1996(both days inclusive).
  - (d) Candidates who are the members of the High Court Service working in categories having pay scales below that of Assistant born between 02/01/1974 and 01/01/1996(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.
  - (e) 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.
8. **Qualification-** A Bachelor's degree, with atleast 50% marks for optional subjects[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.
9. **Application Fee-** ₹310/-. Candidates belonging to the Scheduled Castes/Scheduled Tribes/ Unemployed Persons With Disabilities are exempted from payment of fee. Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.
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.
  - (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 at the time of examination.
  - (iii) candidates who are blind/low vision or affected by cerebral palsy with locomotor impairment and whose writing speed is affected, whether availing the facility of scribe or not, shall be allowed compensatory time of 20 minutes and/or part thereof for every hour of the examination.
11. **Examination Centres.** The written test will be conducted at Thiruvananthapuram, Alappuzha, Ernakulam, Palakkad and Kozhikode. Candidate should choose the name of the Centre where he/she desires to take the examination. 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. Appointment from the ranked list prepared as per the 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.
13. The candidates should have acquired the qualification prescribed on or before the last date fixed for closure of Part-II Registration.
14. 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.
15. Documents to prove age, community, Non Creamy Layer status etc. should be produced as and when called for.
16. 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.
17. While applying online for the post, the candidate 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 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.
18. 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.
19. Candidates are advised to read this Notification carefully and adhere to the instructions therein. Application not submitted in accordance with the instructions in this Notification as well as the instructions published in the website will be summarily rejected.
20. **Admission Tickets :**
  - (1) Admission Tickets will not be sent by post.
  - (2) The candidates should download the Admission Tickets from the website **[www.hckrecruitment.nic.in](http://www.hckrecruitment.nic.in)**.
  - (3) The Admission Tickets will be ready for download three weeks prior to the date of the written examination and the matter will be informed through press release and through SMS/e-mail.
  - (4) If a candidate is unable to download his/her Admission Ticket, 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 atleast 2 weeks before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her Admission Ticket. The candidates are also advised to visit the recruitment portal of the High Court([www.hckrecruitment.nic.in](http://www.hckrecruitment.nic.in)) atleast once in two weeks to know about the schedule of the examination.

- (5) The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the High Court.
- (6) The mere fact that Admission Ticket has been issued to a candidate, will 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 Assistant have been accepted by the High Court as true and correct. Candidates may note that 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.

**21. Call letter for the interview:**

- (1) Call letters for the interview will not be sent by post.
- (2) The candidates should download the Call Letters for the Interview from the website **www.hckrecruitment.nic.in**.
- (3) The Call Letters for the Interview will be ready for download two weeks prior to the date of the interview and the matter will be informed through press release and through SMS/e-mail.
- (4) If a candidate is unable to download his/her Call Letter for the Interview, 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 Call Letter for the Interview atleast 1 week before the interview, he/she himself/herself will be solely responsible for non-receipt of his/her Call Letter for the Interview. The candidates are also advised to visit the recruitment portal of the High Court([www.hckrecruitment.nic.in](http://www.hckrecruitment.nic.in)) atleast once in a week to know about the schedule of the interview.
- (5) The candidates should note that their admission to the interview will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the High Court.
- (6) The mere fact that Call Letter for the Interview has been issued to a candidate, will 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 Assistant have been accepted by the High Court as true and correct. Candidates may note that the High Court takes up the verification of eligibility conditions of a candidate, with reference to original documents, only at the time of the interview.

**22. How to apply :**

- (1) Eligible candidates are required to apply only 'ONLINE' through the website **www.hckrecruitment.nic.in**. Before proceeding to apply Online, the candidates should read the detailed Notification, How to Apply, Guidelines for uploading Photograph & Signature, FAQ and Sample Application Form provided in the website. The candidate should be ready with his/her scanned Photograph & Signature (in a pen drive or CD) and the details to be filled in the online application. No other means/modes of application will be accepted.

- (2) The online application process has two parts: **Part-I Registration and Part-II Registration**. A candidate's online application is complete only if he/she completes both the parts and clicks the link **Final Submission** in Part-II Registration.

(3) **Important dates:**

Date of commencement of Part-I and Part-II Registration	10-11-2014
The date of closure of Part-I Registration	06-12-2014
The last date for remittance of application fee	10-12-2014
Date of closure of Part-II Registration	15-12-2014

- (4) In Part-I Registration, the candidate has to fill in basic information about him/her. The information provided at the time of Part-I Registration is of permanent nature and cannot be modified.
- (5) In Part-II Registration, the candidate has to upload his/her scanned photograph and signature, fill in the fee payment details and detailed information about him/her. The details furnished by the candidates in Part II Registration can be modified till the clicking of the link **Final Submission**. **However, the photograph and signature once uploaded cannot be changed.**
- (6) Candidates are advised to have a valid Mobile Number/valid personal e-mail ID. It should be kept active for the duration of the recruitment. 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. If the candidate does not mention his/her Mobile Number/e-mail ID, the candidate will have to visit the recruitment portal of the High Court([www.hckrecruitment.nic.in](http://www.hckrecruitment.nic.in)) frequently for getting information about the recruitment.
- (7) In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online.
- (8) Before applying online, the candidate should be ready with a scanned (digital) image of his/her photograph and signature as per the specifications given in the link "**Guidelines for photograph & Signature**" in the website. Size of the file should not exceed 30 KB. Candidates should take care to upload good quality photographs. 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.
- (9) The details to be entered by the candidate are given in the links "**Sample Application Format**" in the website. The candidate should keep these information ready to be entered in the online Application Form.
- (10) Towards the end of Part-I Registration, 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 digit (0,1,2,3,...) and one special character (! @ # \$ % ^ \* ( ) - + { } ; : < . >). 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 in to the system. Under no circumstances, he/she should share/mention Key Number with/to any other person.

(11) Candidates are required to submit the application fees, as stated below :

Category of Applicant	Amount of fees
SC/ST/ Unemployed Persons With Disabilities	Nil
All Others	₹310/-

- The application fee can be paid only through the branches of the State Bank of India using the system generated fee payment challan that can be downloaded on completion of Part-I Registration. Payment of fee by Demand Draft/Cheque/Money Orders/Postal Orders etc. will not be accepted. Fees once paid will neither be refunded on any account nor can it be held in reserve for any other examination.
- (12) On completion of the Part-I Registration, the candidate will be assigned an Application Number which will be displayed on the screen and intimated to the candidates through SMS/e-mail and the candidate can take a print of the system generated Fee Payment Challan by clicking on the link “**Download Challan**”. The candidates can also take a print of the Fee Payment Challan by clicking on the link “**Download Challan**” in the **My Home Page in Part- II Registration**.
- (13) Making use of this Challan, the candidate can deposit the fee in cash at any branch of the State Bank of India after two banking days of completion of Part-I Registration or on receipt of an SMS alert in this regard, whichever is earlier. The bank will not accept any other challan/form for the payment of fee by cash. On depositing the fee by this challan, the bank will provide a “Journal Number”. The candidate should ensure that on deposit of fee, the bank branch issues to him/her CANDIDATE COPY of the Challan with journal number and date of deposit clearly written/stamped in it as these are required for fee validation. **Those who have to pay fees can proceed with Part-II Application only after 2 banking days of making the fee payment or on receipt of SMS alert in this regard, whichever is earlier.**
- (14) To continue the application process, the candidate has to log in to the system by clicking on the link “Part-II Registration”. For this the Application Number and Key Number of the candidate are required. Then the candidate will have access to **My Home Page** of the candidate.
- (15) A candidate who is exempted from payment of application fee can directly log in by clicking on the Part-II Registration immediately on completion of Part-I Registration and continue with the application process.
- (16) In the **My Home Page** of the candidate the links – Upload Photograph and Signature, Download Challan, Fees Validation, Part-II Application, Final Submission, Print Application,.... etc. are available to the candidate. Only after completion of uploading of photograph and signature and fees validation, can the candidate proceed to fill Part -II Application.
- (17) After satisfying that the information furnished are correct and complete, the candidate must finally submit the application by clicking the link '**Final Submission**'. The process of online application will be complete only on Final Submission of application as stated above. Once an online application is

- finally submitted, no further change can be made in the Part-II Registration, Therefore, the candidates are instructed to ensure the accuracy and correctness of details furnished before clicking the 'Final Submission' button.
- (18) **The candidates need not send the printout of the online application or copies of any documents to the High Court.** But, they are advised to take printout of the application and keep it for future reference.
  - (19) The candidates are advised to keep the Application Number and Key Number securely as both are required each time they log in to the system.
  - (20) Online application validation rules are designed based on the Notification/Rules requirement. Candidates are advised to read the Notification/rules carefully and refer "How to Apply" pages on the main page. Application submitted through online form does not imply that candidate has fulfilled all the criteria given in the Notification/Rules and application is subject to subsequent scrutiny and the application can be rejected if found to be not fulfilling the eligibility criteria at any point of time.
  - (21) In case of doubts, candidates may call 0484 – 2562235.

(By Order)

Venu Karunakaran  
Registrar(Recruitment&Computerisation)