



THE HIGH COURT OF KERALA

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REC1-81360/2023

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Date: 27.03.2024

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.keralacourts.in). No other means/modes of application will be accepted.

1. **Name of the Post** : **Assistant**
2. **Scale of Pay** : **₹39300 – 83000**

| Recruitment Nos. | No. of vacancies | Method of appointment |
|-------------------------|-------------------------|--|
| 4/2024 | 4 | Special Recruitment for differently abled candidates (to fill up backlog vacancies for the period from 29.06.2021 to 21.07.2023) |
| 5/2024 | 41 (Anticipated) | Direct Recruitment. |

Note:-

- As per The Right of Persons with Disabilities Act, 2016 and the Kerala High Court Service Rules, 2007, 4% of vacancies are reserved for eligible differently abled candidates (Candidates with (a) low vision (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) autism, specific learning disability and mental illness (e) multiple disabilities from amongst persons under clause (a) to (d)) in direct recruitment (Rec.No. 5/2024). The eligibility for reservation in the case of differently abled candidates belonging to the categories a) blind and b) intellectual disability, in both recruitments (Rec. Nos. 4/2024 & 5/2024), is pending decision of the High Court.
- The online application form is common for the Recruitment Nos. 4/2024 and 5/2024. Differently abled candidates applying for more than one recruitment should not apply separately. While applying, they should select both the recruitment numbers. Selection process is common for both the above recruitment numbers. If the candidate apply separately, he/she will lose common candidature for the recruitments.

3. *Ranked Lists will be prepared for each recruitment number in pursuance of this notification. The ranked list so prepared for Rec No.4/2024, shall remain in force until candidates are advised and appointed against the vacancies earmarked for the differently abled candidates.*
4. *The ranked lists prepared for general vacancies (Rec No. 5/2024) 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. Vacancies that may arise during the period of validity of the ranked list shall also be filled up from the list.*

3. Age Limit :

- (i) Candidates born between 02/01/1988 and 01/01/2006 (both days inclusive) are eligible to apply.
- (ii) Candidates belonging to Scheduled Castes/ Scheduled Tribes born between 02/01/1983 and 01/01/2006 (both days inclusive) are eligible to apply.
- (iii) Candidates belonging to Other Backward Classes born between 02/01/1985 and 01/01/2006 (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 02/01/1984 and 01/01/2006 (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 upto a maximum of five years provided he has not completed the age of 50 years.
- (vi) Age concession upto 15 years will be granted to candidates belonging to Blindness and Low Vision and Deaf and hard of hearing categories and 10 years to candidates belonging to other categories of disabilities 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.

4. **Qualifications:**

Bachelor's degree with at least 50% marks 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%). SC/ST candidates are exempted from the stipulation of minimum 50% marks in the Bachelors' Degree Course.*

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 certificate verification.*

iii) *Candidates must have acquired all the qualifications on or before the date of closure of filing of online application. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/Institute.*

5. **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 will have 100 questions. Each question will carry 1 mark and for every incorrect answer, 1/4 mark will be deducted. Duration of the Test will be 75 minutes and the topics are 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.

(ii) Descriptive Test: The Descriptive Test with 60 minutes duration (60 Marks) consists of precis, 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 Bachelors' 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. However, if the number of candidates so qualified is disproportionately high, 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 and chances of occurrence of vacancies.
- (vi) Descriptive Test paper of only those candidates who are eligible to be included in the Short List of candidates to be called for the interview will only be evaluated. 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.

6. Application Fee: ₹500/- (Rupees Five hundred only). Scheduled Castes / Scheduled Tribes / Unemployed Differently abled candidates with benchmark disabilities 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.

7. Scribe/ Compensatory time for Differently abled candidates in written test

- (i) Differently abled candidates whose writing speed is affected can avail the services of a scribe. Such candidates should indicate their intention to avail the service of scribe in their online application form and also confirm the same in the profile of the candidate which will be visible after declaration of the date of the examination. Only those candidates who confirm their intention to use the service of scribe in their profile will be allowed to use the service of scribe.
- (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, (www.hckrecruitment.keralacourts.in). The qualification of the scribe shall be atleast one step below the minimum qualification prescribed for the post applied for by the candidate.
- (iii) Differently abled 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 on production of Medical Certificate to the effect that the candidate has physical limitation to write. The format of medical certificate is given in the 'Downloads' section in the recruitment portal of the High Court. (www.hckrecruitment.keralacourts.in)

8. The test will be conducted at all district centres in Kerala.

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 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.

9. 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.
10. Candidates who wish to apply from abroad have to forward an e mail detailing their location with public IP address to the email id 'recruitment.hckerala@nic.in' and they will be allowed access to the recruitment portal in order to apply for the post. Such candidates also have to inform via email after completing online application process.
11. Documents in original to prove age, qualifications etc. should be produced as and when called for, failure of which will entail cancellation of candidature. The Caste/Community Certificate, Non Creamy Layer Certificate, EWS Certificate, as the case may be, which are valid on the last date of closure of filing of online application for the post or on the date of certificate verification shall be produced in order to claim reservation and/or age relaxation benefits as claimed in the application.
12. Candidates, who are in the service of the Government of India or any of the State Governments, while applying, should obtain No Objection Certificate/ Service Certificate from their Head of Office or Department and keep it with them. If candidates fail to produce the No Objection Certificate / Service Certificate as and when called for, his/her candidature will stand cancelled.
13. The differently abled candidates claiming reservation for appointment shall produce a medical certificate to prove the disability claimed in their application at the time of certificate verification. The format of the certificate will be available under 'Downloads' section in the recruitment portal (www.hckrecruitment.keralacourts.in)

14. 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.
15. 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.
16. Canvassing in any form will entail cancellation of candidature.
17. **The candidates who misbehave or commit any malpractice during the written test / interview are liable to be disqualified / debarred by the High Court and/or from applying for any post in the High Court either permanently or for any period as decided by the High Court.**
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. High Court reserves its right to modify or cancel the notification at any stage of the selection process. Decisions of the High Court in all matters regarding eligibility, conduct of written examinations/ other tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the High Court in this regard.
20. **One Time Registration and submission of applications:**
 - a) Candidates must complete 'One Time Registration' using 'One Time Registration Login' link in the website 'www.hckrecruitment.keralacourts.in' before applying for the post. The steps for 'One Time Registration' are given in 'How to apply' link in the website. Candidates shall read the notification and 'How to apply' carefully before submitting online application and be ready with scanned images of photograph and signature, details of qualification, etc.
 - b) After entering the required details in 'My Profile', the candidates can apply for the post from 'Apply Now' in 'Dashboard' and proceed as per the instructions on the screen. Candidates must ensure that the details entered are correct by checking the preview of the application before submission of the application. Once submitted, no changes/

editing/ modification can be made in the application.

- c) Payment of application fee, if applicable, is the last stage of application process and in such cases, **the applications without completion of application fee payment process will be incomplete and will not be considered for selection process.** Online and Offline payment methods are available for payment of application fee. For online payment, candidates shall follow the steps detailed for the same in 'How to Apply' link and ensure that the online payment is successful even though they have received message from the bank regarding successful payment of the amount. For Offline payments, challan can be downloaded from the website and the timeline for offline payments shall be as given in the notification. Copy of the paid challan shall be retained by the candidate and be produced if called for.
- d) 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.
- e) 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.

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

- (i) Candidates should login to their profile to download the Admission Tickets/Call Letters (www.hckrecruitment.keralacourts.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.
- (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.keralacourts.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.

22. Important Dates to be remembered with regard to the submission of application:

| | |
|---|-------------------|
| Date of commencement of filing of online application and remittance of application fee through online mode | 03.04.2024 |
| Date of closure of filing of online application and remittance of application fee through online mode. | 02.05.2024 |
| Date of commencement of remittance of application fee through offline mode. | 06.05.2024 |
| Last date for remittance of application fee through offline mode. | 10.05.2024 |

23. 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.

24. 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)

P. Devendrakumar

Registrar (Recruitment)