

## THE HIGH COURT OF KERALA

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REC1-25773/11

Kochi: 682 031  
Dated: 2.05.2011

### NOTIFICATION

Applications are invited from qualified Indian Citizens belonging to the non creamy layer of Other Backward Classes(*List III in the Schedule to Part I of Kerala State and Subordinate Services Rules, 1958*) in the State of Kerala for appointment to No Candidate Available (NCA) vacancies in the post of Confidential Assistant Grade -II in the High Court of Kerala by selection from available Other Backward Classes candidates as provided under Rule 15(a) of KS&SSR). Applications should be submitted in the prescribed format which is available in the website ([www.highcourtofkerala.nic.in](http://www.highcourtofkerala.nic.in)) and notice board of the High Court. Applications in the prescribed format prepared on good quality A4 size paper in accordance with the instructions in this notification should be sent to the High Court by post.

1. **Recruitment No.** : 2/2011
2. **Name of the Post** : Confidential Assistant Grade- II
3. **Scale of pay** : ₹ 6680 – 10790(Prevised)
4. **Number of vacancies** :

Community	Number of vacancies
Other Backward Classes ( <i>List III in the Schedule to Part I of Kerala State and Subordinate Services Rules, 1958</i> )	4(Four).

Candidates included in the Ranked List prepared and published as per this notification shall be considered for appointment against the above four vacancies which remain unfilled due to paucity of candidates belonging to Muslims, Scheduled Caste Converts to Christianity and Scheduled Tribes in the Ranked List for the post published on 20.06.2006. This notification for selection from available Other Backward Classes candidates is issued as per Rule 15(a) of Part II of KS & SSR to fill the NCA vacancies.

5. **Method of appointment:** Direct Recruitment from available Other Backward Classes(*List III in the Schedule to Part I of Kerala State and Subordinate Services Rules, 1958*) candidates as provided under Rule 15(a) of KS&SSR.
6. **Mode of Selection:** Selection shall be made after holding Dictation Test (Shorthand) (Dictation of an English passage for 10 minutes at varying speeds between 100 and 120 words per minute and dictation of legal terms and phrases), Test in English Language, Typing Speed Test, Computer Proficiency Test and Interview .
7. **Age limit:** Applicants should be those born between 02.01.1973 and 01.01.1993 (both days inclusive). In the case of 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, 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 will be excluded.

8. **Qualification:** 1. A Bachelor's degree in any subject awarded or recognised by any of the Universities in Kerala. 2. K.G.T.E.(Higher) in Typewriting (English) and K.G.T.E.(Higher) in Shorthand (English) or equivalent qualification. **Desirable:** Certificate in Computer Word Processing or equivalent.
9. **Application fee:** ₹200/-. Unemployed Physically Handicapped candidates are exempted from payment of fee. The fee should be remitted by way of Demand Draft drawn on any of the Nationalised Banks in favour of "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 application. Fee once paid will not, in any case, be refunded.
10. 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.
11. Candidates should send along with the application self attested copies of certificates/documents to prove their qualification. Mark lists will not be accepted as proof of qualifications. Failure to produce proof of qualification will entail rejection of application.
12. Documents in proof of age, community, Non Creamy Layer status, claim for exemption from payment of application fee etc. should be produced as and when called for.
13. Candidates should affix their passport size photograph (taken within the last 6 months) at the space provided for in the application form and sign across it. Applications received without signature on the photograph affixed will be rejected.
14. 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 be cancelled. If any of these shortcomings is detected even after appointment, his/her service is liable to be terminated.
15. The envelope containing the application shall be superscribed "Application for the post of Confidential Assistant Grade-II(NCA Vacancies)(By selection from available Other Backward Classes" and sent to "The Registrar General, High Court of Kerala, Ernakulam, Kochi-682 031".
16. **Last date for receipt of applications: 15 - 6 - 2011.**
17. Applications which are not in accordance with this notification and received after the last date prescribed shall be summarily rejected.
18. For removal of doubts, candidates may call: 0484-2562235

(By Order)

Venu Karunakaran  
Registrar(Recruitment&Computerisation)