

THE HIGH COURT OF KERALA

REC-1/43545/09

Kochi: 682 031,
Dated: 08.07.2009.

NOTIFICATION

Applications are invited from qualified candidates belonging to the following reservation group of communities in the State of Kerala eligible for appointment to the post of Confidential Assistant Grade -II in the High Court of Kerala in the No Candidate Available(NCA) vacancies reserved for these communities during the last selection year. Applications should be submitted in the prescribed format appended to this notification. Applications should be typed or printed on good quality A4 size paper. The format of application and the scheme of examination for selection have also been published on the notice board of the High Court and in the website of the High Court (www.highcourtofkerala.nic.in).

1. Recruitment No: 1/2009

2. Name of the Post: Confidential Assistant Grade II

3. Scale of pay : Rs. 6680 – 10790

4. Number of vacancies: Muslim - 2 (two), Scheduled Caste converts to Christianity - 1 (one), Scheduled Caste - 1 (one). Scheduled Tribe - 1 (one)
(Ranked List prepared and published by the High Court of Kerala as per this notification shall remain in force until candidates are advised and appointed against the vacancies earmarked for the above communities.)

5. Method of appointment: Direct Recruitment (from candidates belonging to reservation communities mentioned in this notification. Applications received from Scheduled Castes candidates will be considered for the vacancies marked for Scheduled Tribes community and vice versa in the absence of candidates from the concerned community.)

Note:- Applications of candidates belonging to communities other than the communities mentioned in this notification will be summarily rejected. Individual rejection memo will not be sent to them.

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 on English Language, Typing Speed Test, Computer Proficiency Test and Interview as per the prescribed scheme.

7. Age limit : Should have completed 18 years of age and should not have completed 38 years of age for Other Backward Classes candidates and 40 years of age for Scheduled Castes/Scheduled Tribes candidates as on 01.01.2009.

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 :** 1. A Bachelor's degree 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:** Rs. 100/-

SC/ST and Unemployed Physically Handicapped candidates are exempted from payment of fee.

The fee should be remitted by way of Demand Draft drawn from 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.

Appointment from the Ranked List to the NCA vacancies mentioned in this notification shall be made in accordance with 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.

No certificates or enclosures other than the Demand Draft are to be sent along with the application. Documents to prove qualification, community, age, claim for exemption from payment of application fee etc. should be produced as and when called for.

The envelope containing the application shall be superscribed "Application for the post of Confidential Assistant Grade II (NCA Vacancies)" and sent to "THE REGISTRAR GENERAL, HIGH COURT OF KERALA, ERNAKULAM, KOCHI – 682 031".

Last date for receipt of applications: 22-08-2009

**APPLICATIONS WHICH DO NOT COMPLY WITH THE INSTRUCTIONS
AND APPLICATIONS RECEIVED AFTER THE LAST DATE PRESCRIBED
SHALL BE SUMMARILY REJECTED.**

(By Order)

D. SREEVALLABHAN
REGISTRAR GENERAL