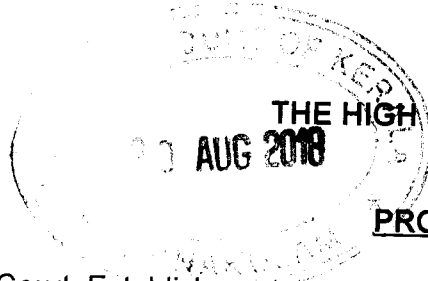


By Registered post with A/D



THE HIGH COURT OF KERALA

Kochi : 682 031

Dated : 20-08-2018

PROCEEDINGS

High Court Establishment - appointment to the category of Personal Assistant (Grade II) to Judge in the High Court - orders issued.

- Read :
1. Ranked list No. A6-97468/2014/REC1 dated 17-07-2018.
 2. Rule 14 to 17 of Part-II, Kerala State and Subordinate Service Rules, 1958.
 3. G.O.(P) No. 20/2013/Fin. dated 07-01-2013.
 4. G.O.(P) No. 209/2013/Fin. dated 07-05-2013.
 5. G.O.(P) No. 171/2016/Fin. Dated 15-11-2016.

Order No. A6-62844/2018

Smt. Vineetha V., H.NO.10/513, Druvashetty Lane, Amaravathy, Fort Kochi, Ernakulam – 682001 is offered appointment as Personal Assistant (Grade II) to Judge in the High Court of Kerala, in the scale of pay of ₹27,800 – 59,400 with a compensatory allowance of ₹700/- per month.

The appointment is subject to the following conditions:-

1. She shall be bound by the National Pension Scheme introduced by the State Government. In eligible cases, the mobility to Kerala Service Rules, Part III, Pension Scheme will be allowed as per the Government Order read (4) above, if she opt so.
2. Her appointment will be subject to the satisfactory report of enquiry into her antecedents.
3. Her conditions of service shall be governed by the Kerala High Court Service Rules, 2007 and other relevant rules in force from time to time.
4. She shall be on probation for a total period of two years on duty within a continuous period of three years.
5. She shall have to submit one month's advance notice in writing in the event of her resignation or leaving the High Court Service.
6. She must join the Group Insurance Scheme and State Life Insurance on joining duty. She must also join the General Provident Fund Scheme within one year from the date of joining duty. She may also join the Family Benefit Scheme, if she so desires.
7. The candidate who had claimed reservation under 'Other Backward Classes' shall produce a valid non creamy layer certificate issued by the Tahsildar/Village Officer, when she reports for duty.


8. She is directed to submit the details regarding her movable and immovable properties in the prescribed format on her joining duty in the High Court.

If she agrees to the above terms and conditions, she is directed to **report for duty within ten days** from the date of receipt of this appointment order, with the following documents;

1. Original certificates in proof of age and qualifications.
2. Four recent passport size photographs.
3. Medical Certificate of fitness in the form appended herewith, issued by a **Civil Surgeon or Honorary Medical Officer of Civil Surgeon's rank or the Director of Indigenous Medicine**.
4. Caste Certificate/ Non-Creamy Layer Certificate, as the case may be.
5. Duly filled in SPARK FORM NO.1 appended herewith along with supporting documents in original.
6. Duly filled in statement of properties in the proforma appended herewith.

In case she fails to report for duty within ten days from the date of receipt of this order, her appointment will be treated as cancelled without further notice.

(By Order)


N. Anil Kumar
Registrar General

To

- The person concerned.
- The Public Relations Officer, High Court.
- The Private Secretary to the Chief Justice, High Court.
- The Assistant Registrar, Chief Justice's Secretariat, High Court.
- The Personal Assistant to the Chief Justice, High Court.
- The Security Officer, High Court.
- The Confidential Assistants to the Registrars and Additional Registrar (General Administration), High Court.
- The 'G' (Accounts – II & III) Sections, High Court.
- The Finance Wing, High Court.
- The IT Section, High Court (for publishing in the High Court Website)
- The A4 Seat, High Court.
- The Administrative Records Section, High Court (2 Copies).
- The File / Stock File.