

THE HIGH COURT OF KERALA

A2 - 33066/2019

Kochi: 682 031
Dated: 17.07.2019

OFFICIAL MEMORANDUM

Sub : High Court Establishment – selection to the category of Computer Assistant Grade II in the High Court – willingness called for- reg

It is proposed to prepare a select list for appointment to the category of Computer Assistant Grade II, High Court on a pay scale of ₹ 20000-45800, by transfer, from among approved probationers working in categories having scales of pay equal to / lower than that of Computer Assistant Grade-II and possessing the following qualifications;

1.Plus Two or equivalent

(those who were in service as on 01.01.2007 and now holding posts carrying scales of pay equal to/lower than that of Computer Assistant Grade-II need be in possession of SSLC only)

2.K.G.T.E. (Higher) in Typewriting (English)

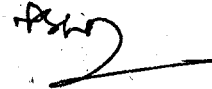
Desirable:- Certificate in Computer Word Processing or equivalent

Approved probationers working in categories having scales of pay equal to/ lower than that of Computer Assistant Grade-II, and possessing the above mentioned qualifications who are desirous of being considered for the post are directed to submit their willingness in writing to the 'A' Section, High Court on or before '27.07.2019'.

p.t.o.

Selection shall be on the basis of an examination conducted by the High Court. The scheme of the examination is published on the notice board of the High Court and in the High Court website and the same is also available with the Public Relations Officer, Assistant Registrar in charge of 'K' Section, the 'K' and 'A' Sections, High Court.

(By Order)



Sureshkumar D.
Deputy Registrar

dcu

To

- The Joint Registrars, High Court
- The Deputy Registrars, High Court
- The Public Relations Officer, High Court.
- The Protocol Officer, High Court.
- The Finance Officer, High Court.
- The Private Secretary to the Chief Justice, High Court
- The Assistant Registrars and the Chief Librarian, High Court
- The Private Secretaries to Judges, High Court
- The Librarian, Kerala Judicial Academy, Athani
- All Section Heads, High Court.
- The Section Head, Kerala Judicial Academy, Athani
- The Assistant Registrar in charge of 'K' section, High Court
- The Superintendent (Vehicles), High Court.
- The Civil Sergeant, High Court.
- The Confidential Assistants to the Registrars and
Additional Registrar (General Administration), High Court.
- The IT Section, High Court (for publishing in the High Court website)
- The Administrative Records Sections, High Court.
- The Notice Board, High Court .
- The File.

They shall bring the contents of this O.M to the notice of the members (including those who are on Leave) working under their control.

**SCHEME OF EXAMINATION FOR SELECTION TO THE CATEGORY OF
COMPUTER ASSISTANT GRADE II IN THE HIGH COURT**

A2 33066/2019

EXAMINATION

1. The examination shall consist of a Typing Speed Test and a Computer Proficiency Test.
2. The Typing Speed Test consisting of typing a passage containing about 500 words in fifteen minutes and the Test to assess proficiency in the use of Computers shall be held simultaneously. The criteria for the Typing Speed Test shall be 120 depressions per minute and for assessing proficiency in Computers shall be a minimum speed of 8000 depressions per hour.
3. The examination is intended to test the accuracy, speed and neatness of work executed by the candidates.

SCHEME OF VALUATION

1. The maximum marks for the examination is 100 ie, 80 marks for the Typing Speed Test (including 5 marks for neatness) and 20 marks for the Computer Proficiency Test.
2. The marks for neatness can be awarded at the discretion of the Examiner.
3. The following may be reckoned as FULL mistakes:
 - a) Each spelling mistake including transposition of letters;
 - b) Each word omitted or repeated;
 - c) Substitution of a wrong word;
 - d) Leaving blank space for a letter in a word;
 - e) Non-indenting of paragraph.
4. The following may be reckoned as HALF mistakes:
 - a) Omission of punctuation or incorrect punctuation;
 - b) Typing capital letter in place of small and vice-versa.

5. Two half mistakes must be counted as one full mistake.
6. A maximum of one full mistake alone is to be counted against one word even if there may be a combination of mistakes in that word including mistake in punctuation mark. For the purpose of counting mistakes compound words and proper names with surname may be reckoned as one word.
7. Mistakes should be indicated by marking small dashes just below the words, two dashes for a full mistake and a single dash for half mistake as shown below:

Full mistake =

Half mistake -

8. Valuation should be strictly in accordance with the above norms so as to have a uniform standard in valuation.
9. Mistakes must be totalled and marks be awarded as prescribed in the chart given below:

Mistakes	Marks	Mistakes	Marks	Mistakes	Marks
0	75	11	52	22	19
1	73	12	49	23	17
2	71	13	46	24	15
3	69	14	43	25	13
4	67	15	40	26	11
5	65	16	37	27	09
6	63	17	34	28	07
7	61	18	30	29	05
8	59	19	25	30	03
9	57	20	23	31	01
10	55	21	21	32	0

To the marks secured by the qualifying candidates (those who secure 60% and above marks) the marks for neatness and the marks for the Computer Proficiency Test shall be added and a list will be prepared.

Contd...

PROCEDURE FOR THE PREPARATION OF THE SELECT LIST

No candidate who secures less than 60 marks in the aggregate shall be eligible for being included in the select list.

**(Approved by the Honourable the Chief Justice as per the orders dated 03.07.2019
in File No.A2 - 33066/2019)**