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By Registered post with A/D

THE HIGH COURT OF KERALA

Kochi : 682 031

Dated : 19-01-2019

PROCEEDINGS

High Court Establishment - appointment to the post of Personal Assistant (Grade II) to Judge against NCA vacancies - orders issued.

- Read :
1. Ranked List No. A6-81419/2017/REC1 dated 08-01-2019
  2. Ranked List No. REC1-86716/2017 dated 08-01-2019
  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. A6-2712/2019

The following candidates are 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.

1. Ms. VRINDA PRASANNAKUMAR  
KAITHAVALAPPIL HOUSE,  
NEAR VAYANASHALA, PANAMBUKAD,  
VALLARPADAM (P.O),  
ERNAKULAM (DISTRICT),  
PIN: 682 504.
2. Ms. SHIBI C.S.  
CHAKKALAKKAL HOUSE,  
YUVADHARA LANE,  
VISHWAM NAGAR 205,  
KADEBHAGAM, PALLURUTHY,  
ERNAKULAM (DISTRICT),  
PIN: 682 006.
3. Ms. SHABNA P.K.  
THOTTUPARAMBATH  
EDAVANAKAD (P.O)  
VACHAKAL  
ERNAKULAM (DISTRICT)  
PIN – 682 502.
4. Ms. SHAREENA K.A.  
KATTIPARAMBIL HOUSE  
VINOBAJI ROAD  
VATTEKUNNAM  
NORTH EDAPPALLY  
ERNAKULAM (DISTRICT)  
PIN – 682 024

5. Ms. RESHMA P.K.  
VALIYAKATH HOUSE  
KOCHUKUNNUMPURAM  
MANJALY, MANNAM  
ERNAKULAM (DISTRICT)  
PIN: 683 520.

The appointment is subject to the following conditions:-

1. They 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 they opt so.
2. Their appointment will be subject to the satisfactory report of enquiry into their antecedents.
3. Their 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. They shall be on probation for a total period of two years on duty within a continuous period of three years.
5. They shall have to submit one month's advance notice in writing in the event of their resignation or leaving the High Court Service.
6. They must join the Group Insurance Scheme and State Life Insurance on joining duty. They must also join the General Provident Fund Scheme within one year from the date of joining duty. They may also join the Family Benefit Scheme, if they so desire.
7. The candidates who had claimed reservation under 'Other Backward Classes' shall produce a valid non creamy layer certificate issued by the Tahsildar/Village Officer, when they report for duty.
8. They are directed to submit the details regarding their movable and immovable properties in the prescribed format on their joining duty in the High Court.

If they agree to the above terms and conditions, they are 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 they fail to report for duty within ten days from the date of receipt of this order, their appointment will be treated as cancelled without further notice.

(By Order)

  
**K. Haripal**  
**Registrar General**  


To

The persons 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 Section Officer, Chief Justice's Secretariat, 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.