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THE HIGH COURT OF KERALA

Kochi: 682 031
Dated: 06-08-2019

A6-39306/2018

OFFICIAL MEMORANDUM

Sub: High Court Establishment - filling up of vacancies in the category of Personal Assistant (Grade II) to Judge - willingness called for - reg.

It is proposed to fill up **two** vacancies in the category of Personal Assistant (Grade II) to Judge, High Court, in the scale of pay of ₹27,800 - 59,400 with Compensatory Allowance of ₹700 p.m by appointment by transfer, from among the qualified approved probationers working in the categories having the same scale of pay/lower scale of pay than that of Personal Assistant (Grade II) to Judge

The qualifications for the post are as follows;

1. University degree.
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.

(Those who were in service as on 01.01.2007 and now holding the post carrying lower scale of pay than that of Personal Assistant (Grade II) to Judge need be in possession of the qualifications prescribed by the Kerala High Court Service Rules, 1970.)

Qualified and willing approved probationers working in the categories having the same scale of pay/ lower scale of pay than that of Personal Assistant (Grade II) to Judge are directed to submit their willingness in writing in the Register available in the 'A' Section, High Court on or before **24-08-2019**.

[Note: Those having same scale of pay as that of Personal Assistant (Grade II) to Judge will not be eligible for any fixation benefits if appointed by transfer to the said post under Rule 20(7)(1) of Kerala High Court Service Rules, 2007].

(By Order)


C.G. Suresh Kumar
Assistant Registrar

To

The Joint Registrars, High Court.

The Deputy Registrars, High Court.

The Protocol Officer, High Court.

The Public Relations Officer, High Court.

The Finance Officer, High Court.

The Private Secretary to the Chief Justice, High Court.

The Assistant Registrars and Chief Librarian, High Court.

The P.A. & Addl.P.A. to the Chief Justice, High Court.

The Private Secretaries to Judges, High Court.

The Librarian, Kerala Judicial Academy, Athani

The Section Officer, 'K' Section, High Court.

The Section Officer, Kerala Judicial Academy, Athani

All Section Heads, High Court.

The Superintendent of Vehicles, High Court.

The Civil Sergeant, High Court.

They shall bring the contents of this O.M. to the notice of the Members (including those who are on leave) working under them.

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/Stock File.

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