

THE HIGH COURT OF KERALA

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HCKL/3268/2024-REC2

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Dated: 05.12.2024

NOTIFICATION

Applications are invited from qualified Indian Citizens for appointment to the following post in the High Court of Kerala. Candidate shall apply online through the Recruitment Portal (https://hckrecruitment.keralacourts.in). No other means/modes of application will be accepted.

1. Name of the Post

: Computer Assistant Grade II

2. Scale of Pay

: ₹ 27900-63700

3. Number of vacancies and Validity of Ranked List: -

Recruitment No.	No of vacancies	Method of Appointment Direct Recruitment (from candidates belonging to the community mentioned here, in the State of Kerala) Direct Recruitment (Regular Vacancies)	
14/2024 (First NCA notification for the selection year 02.09.2022 – 01.09.2024)	Muslims - 1		
15/2024	11 (including anticipated vacancies)		

Note:- 1. Ranked Lists will be prepared for each recruitment number in pursuance of this notification. The ranked lists so prepared for NCA vacancy (Recruitment No. 14/2024), shall remain in force until candidate is advised and appointed against the vacancy earmarked for the respective community. The ranked list prepared pursuant to Recruitment No.15/2024 shall remain in force for a minimum period of one year from the date on which it is brought into force and shall continue to remain in force until the publication of a fresh list or till the expiry of two years, whichever is earlier.

2. The differently abled candidates with the under mentioned benchmark disabilities and functional requirements as specified in G.O.(P) No.5/2024/SJD dated 07.02.2024 are

entitled for 4% reservation as prescribed in the Rights of Persons with Disabilities Act, 2016.

- a) low vision
- b) hard of hearing.
- c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, with minimum one functional arm.
- d) autism spectrum disorder (Mild), specific learning disability, mental illness (40% 70%)
- e) multiple disabilities involving above combinations.

Minimum Functional requirements: Sitting, Standing, Writing, Bending, Manipulation by Fingers, Reading, Writing and Seeing

3. The online application form and selection process are common for the recruitment Nos. 14/2024 and 15/2024. Candidates applying for more than one recruitment should not apply separately. While applying, they should select the recruitment numbers for which they wish to apply.

4. Age Limit:

- (i) Candidates born between 02/01/1988 and 01/01/2006 (both days inclusive) are eligible to apply.
- (ii) Candidates belonging to Scheduled Castes/ Scheduled Tribe born between 02/01/1983 and 01/01/2006 (both days inclusive) are eligible to apply.
- (iii) Candidates belonging to Other Backward Classes born between 02/01/1985 and 01/01/2006 (both days inclusive) are eligible to apply.
- (iv) 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.
- (v) Age relaxation upto 15 years will be granted to the blind and the deaf and dumb candidates and 10 years to candidates belonging to other categories of disabilities subject to the condition that in no case upper age limit shall exceed 50 years.
- (vi) Age relaxation upto 5 years will be granted to widows, subject to the condition that in no case upper age limit shall exceed 50 years.

5. Qualifications:

- (a) Plus Two or equivalent.
- (b) K.G.T.E. (Higher) in Typewriting (English).

Desirable: - Certificate in computer word processing or equivalent.

- Note: 1. Candidates who claim equivalent qualifications instead of qualification mentioned in the Notification shall produce the relevant Government Order, issued on or before the date fixed for closure of filing of online application, to prove the equivalency at the time of certificate verification, and then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
 - 2. Candidates must have acquired all the qualifications on or before the date fixed for closure of filing of online application.
- 6. <u>Mode of Selection</u>: Selection will be on the basis of Objective Test and Typing Test
 - (i) Objective Test: The Objective Test with 75 minutes duration to be answered in OMR Answer Sheet will consist of questions from Computer Proficiency (50 Marks), General Knowledge & Current Affairs (30 Marks) and General English (20 Marks).
 - (ii) Typing Test: -
 - (a) Typing Test will be conducted only to those candidates shortlisted on the basis of the Objective Test.
 - (b) The typing test consists of Typing Speed Test and Computer Proficiency test.
 - Note: Candidates may refer to the scheme for Objective Test and

 Typing Test appended to this notification.
- 7. Application Fee: ₹500/- (Rupees Five Hundred only). Scheduled Castes / Scheduled Tribes / Unemployed Differently abled candidates with benchmark disability are exempted from payment of application fee. For payment of fee, candidates should either use system generated Fee Payment Challan or pay

- online through Debit Card/ Credit Card/Net Banking by following instructions on the screen. Bank Transaction charges for Payment of application fee, if applicable, will have to be borne by the candidate.
- 8. Differently abled candidates will be allowed compensatory time of 25 minutes in the written test on production of Medical Certificate to the effect that the candidate has physical limitation to write. The format of medical certificate is given in the 'Downloads' section in the recruitment portal of the High Court. (https://hckrecruitment.keralacourts.in). Service of Scribe will not be allowed for the Written Test. Also service of Scribe/compensatory time will not be allowed for the Typing Test.
- 9. Written test and Typing test will be held at Ernakulam.
- 10. Candidates who wish to apply from abroad have to forward an email detailing their location with public IP address to the email id 'recruitment.hckerala@nic.in' and they will be allowed access to the recruitment portal in order to apply for the post. Such candidates also have to inform via email after completing online application process.
- 11. Documents in original to prove age, qualifications, Community, Non Creamy Layer status, economically weaker section status etc should be produced as and when called for, failure of which will entail cancellation of candidature. The Caste/ Community Certificate, Non Creamy Layer Certificate, Economically Weaker Section Certificate etc. as the case may be, which are valid on the date fixed for closure of filing of online application for the post or on the date of certificate verification shall be produced in order to claim reservation and/or age relaxation benefits as claimed in the application.
- 12. The differently abled candidates claiming reservation for appointment shall produce a medical certificate to prove the disability claimed in their application at the time of certificate verification. The format of the certificate is available under 'Downloads' section in the recruitment portal.
- 13. Candidates who are in the service of the Government of India or any of the State Governments, while applying, should indicate the same in the online application form and they should obtain No Objection Certificate/ Service Certificate from their Head of Office or Department. If the candidates fail to submit the No Objection Certificate/ Service Certificate as and when called for, his/her candidature will stand cancelled.

- **14.** The candidate, while applying, should ensure that he/she fulfill the eligibility and other norms mentioned here. The date for determining whether a candidate does possess the qualification shall be the date fixed for closure of online application process.
- 15. The candidate should ensure that the particulars furnished by him/her are correct in all respects. Anything not specifically claimed in the application against the appropriate field will not be considered at a later stage. In case it is detected at any stage of the recruitment that a candidate does not fulfill the eligibility norms and/or that he/she furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If suppression of material facts or furnishing of any incorrect/false information is detected even after appointment, his/her service is liable to be terminated.
- **16.** Applications not submitted in accordance with the eligibility and other norms mentioned in this Notification as well as the instructions published in the Recruitment Portal of the High Court will be summarily rejected.
- 17. If candidates are found to indulge in any of the malpractices during the conduct of examination or at any stage of the selection process, they are liable to be disqualified/ debarred by the High Court and/or from applying for any post in the High Court either permanently or for any period as decided by the High Court.
- 18. Canvassing in any form will entail cancellation of candidature.
- 19. Appointment from the ranked list will be made in accordance with rules of reservation prescribed in the 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.
- 20. High Court reserves its right to modify or cancel the notification at any stage of the selection process. Decisions of the High Court in all matters regarding eligibility, conduct of written examinations/other test/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the High Court in this regard. In the event of cancellation of notification, the remitted fee will be returned to the designated bank account.

21. Steps for One Time Registration and submission of applications:

(a) Candidates must complete "One Time Registration" using "One Time

Registration Login" link in the website (https://hckrecruitment.keralacourts.in) before applying for the post. The steps for "One Time Registration" are given in "How to apply" link in the website. Candidates shall read notification and "How to apply" carefully before submitting online application and be ready with scanned images of passport size photograph and signature, details of qualification, etc. While uploading the passport size photograph, the face and shoulder should be clearly visible with face being centrally focused and the background of the photograph should be white/light coloured.

- (b) After entering the required details in "My Profile", the candidates can apply for the post from "Apply Now" in the 'Dashboard' and proceed as per the instructions on the screen. Candidates must ensure that the details entered are correct by checking the preview of the application before submission of the application. Once submitted, no changes/ editing/ modification can be made in the application. No request for changes/ editing/ modification in the application form will be entertained thereafter.
- (c) Payment of application fee if applicable, is the last stage of the application process and in such cases, the applications without completion of application fee payment process will be incomplete and will not be considered for selection process. Online and Offline payment methods are available for payment of application fee. For online payment, candidates shall follow the steps detailed for the same in "How to apply" link and ensure that the online payment is successful eventhough they have received message from the bank regarding successful payment of the amount. For offline payments, challan can be downloaded from the website and the timeline for offline payments is given in the notification. Copy of the paid challan shall be retained by the candidate and be produced if called for.
- (d) Payment of fee by Demand Draft/ Cheque/ Money Orders/ Postal Orders etc. will not be accepted. Fee once paid will not be refunded on any account nor can it be held in reserve for any other examination. Candidates are instructed to refer to the Terms & Conditions and policies with respect to payment, available in the payment page of the website.
- (e) Candidates shall keep a copy (soft/hard) of the Application and keep it for future reference. They need not send the printout of the online application or any other documents to the High Court.

22. Candidates should ensure that the details in the system generated printout of application are that of the candidates themselves. The candidates who make alterations or attempt to appear for the examination by making alterations in the Admission Tickets downloaded will be disqualified.

23. Admission Tickets/Call Letters for Written Test/ Typing Test:

- (i) Candidates should login to their profile to download the Admission Tickets/Call Letters (https://hckrecruitment.keralacourts.in).
- (ii) The Admission Tickets/Call Letter for written test/Typing Test/Certificate verification will be ready for download three weeks prior to the date of the written test/Typing Test/certificate verification and the candidate will be intimated through SMS/e-mail.
- Letter, he/she should contact the High Court at 0484-2562235. In case no communication is received in the office of the High Court from the candidate regarding non-receipt of his/her Admission Ticket/Call Letter at least one week before the tests/ Certificate verification as the case may be, he/she himself/herself will be solely responsible for non-receipt of his/her Admission Ticket/Call Letter. The candidates are also advised to visit the recruitment portal of the High Court (https://hckrecruitment.keralacourts.in) at least once in a week to know about the schedule of the tests/ Certificate verification.
- (iv) The candidates should note that their admission to the written test/ Typing Test will be purely provisional based on the information given by them in the Online Application Form. This will be subject to verification of all the eligibility conditions by the High Court.
- (v) The mere fact that Admission Ticket/Call Letter has been issued to a candidate does not imply that his/her candidature has been finally cleared by the High Court or that entries made by the candidate in his/her application for the post of Computer Assistant Grade II have been accepted by the High Court as true and correct. The High Court takes up the verification of eligibility conditions of a candidate, with reference to original documents, at the time of certificate verification.

24. Important Dates with regard to the submission of application:

Date of commencement of filing of online application	09/12/2024
and remittance of application fee through online mode	
Date of closure of filing of online application and	06/01/2025
remittance of application fee through online mode	
Date of commencement of remittance of application fee	09/01/2025
through offline mode	
Last date for remittance of application fee through	15/01/2025
offline mode	

25. In case of doubts, candidate may contact at 0484 - 2562235 (Recruitment & Examination Cell, High Court) on all working days between 10 a.m. and 4.30 p.m.

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❤ Devendrakumar Registrar (Recruitment)

45 Jun

SELECTION SCHEME FOR THE POST OF COMPUTER ASSISTANT GRADE II

- **1.** Selection will be on the basis of written test and Typing test.
- 2. The written test will be objective type with 75 minutes duration consisting of two sections with marks shown against each (Total 100 marks) as follows:
 - (a) Section A Computer Proficiency 50 Marks.
 - (b) Section B General Knowledge & Current Affairs -30 Marks.
 - (c) Section C General English 20 Marks.

Each question will carry 1 mark. For every incorrect answer, 1/4 mark will be deducted.

3. Scheme of the Typing Test will be that of the scheme as approved by the Honorable Chief Justice in the file No.A2-33066/2019.

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

A2 33066/2019

EXAMINATION

- 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

- The maximum marks for the examination is 100 i.e., 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.

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.
