



THE HIGH COURT OF KERALA

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Dated : 04.06.2025

HCKL/439/2025-REC1-HC KERALA

NOTIFICATION

Applications are invited from qualified Indian Citizens belonging to the Scheduled Tribes in the State of Kerala for appointment to 'No Candidate Available' (NCA) vacancy to the following post in the High Court of Kerala. Candidates shall apply online through the Recruitment Portal (<https://hckrecruitment.keralacourts.in>) of the High Court. No other means/ modes of applications will be accepted.

2. **Recruitment Number** : 08/2025
(Third NCA notification for the selection year 16/7/2018 to 11/03/2019)
3. **Name of the Post** : Personal Assistant (Grade II) to Judge
4. **Scale of Pay** : ₹39300 – 83000
5. **Number of vacancies and validity of Ranked list:** Scheduled Tribes - 1 (One)
Note:- Ranked list prepared for the recruitment shall remain in force until candidate is advised and appointed against the vacancy earmarked for the respective community
6. **Method of appointment:** Direct recruitment (candidates belonging to the Scheduled Tribe in the State of Kerala alone are eligible to apply)
Note: Applications from candidates belonging to other communities will be summarily rejected
7. **Qualification:**
 1. A Bachelor's Degree in any subject awarded or recognised by any of the Universities in Kerala.
 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.

Note:- All the qualifications must have acquired on or before the date of closure of filing of online application. Those who claim equivalent qualification shall produce the respective Government Order to prove the claim as and when called for. Qualifications declared as equivalent by the Government subsequent to the issuance of notification shall not be accepted as sufficient qualification to that particular selection. **Candidates may refer to clause 20 of this notification for details regarding uploading their documents towards proof of their qualification for the post. Based on the scrutiny of the uploaded documents, eligible candidates will be called for the dictation test.**

8. **Age Limit :**

- i) Candidates born between 02/01/1984 and 01/01/2007 (both days inclusive) are eligible to apply.
- ii) 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.
- iii) Age relaxation up to 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.
- iv) 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.

9. **Mode of Selection:** Selection will be on the basis of Dictation Test and Interview. The maximum marks for the Dictation Test and the Interview will be 100 and 10 respectively. In order to be considered suitable for appointment, the candidate concerned must secure at least 50% marks in the dictation test and the interview separately.

The Dictation Test comprises Dictation of a passage (preferably a judgment)(about 1100-1200 words) for 10 minutes at varying speeds between 100 and 120 words per minute. The dictation should be transcribed using computer in 2½ hours.

Note: Service of Scribe/Compensatory time will not be allowed for differently abled candidates in the dictation test, as the same is meant for evaluating the skill of candidates.

10. **Application fee:** Candidates are exempted from payment of application fees.
11. 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.
12. Documents in original to prove age, qualifications, Caste/Community, etc should be produced as and when called for, failure of which will entail cancellation of candidature. The Caste/Community Certificate which is 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.
 13. The differently abled candidates claiming age relaxation shall produce a Job oriented physical and functionality certificate to prove the disability claimed in their application at the time of certificate verification. The format of the certificate will be available under 'Downloads' section in the recruitment portal (<https://hckrecruitment.keralacourts.in>).
 14. 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.
 15. The candidate, while applying, should ensure that he/she fulfill the eligibility and other norms mentioned here. 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. The candidate who attempts to appear / or appear with an edited /modified format of admission ticket other than the one originally available for download will be disqualified from the selection process and may be debarred either permanently or for such period as decided by the High Court.**

18. Canvassing in any form will entail cancellation of candidature.
19. 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.
20. **Steps for One Time Registration, uploading the documents 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 photograph (passport size photograph) and signature, details of qualification, etc. **While uploading the 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 logging in to the profile, candidates should select the “My Profile” option available in the dashboard and should enter the required details.**
- (c) **In the next step, candidate has to select the “Upload documents” option available in the dashboard and should upload the self attested copies of their (a) Degree certificate and recognition certificate (if applicable) (b) self attested copies of certificates of K.G.T.E. (Higher) in Typewriting (English) and K.G.T.E. (Higher) in Shorthand (English) or equivalent qualification and Government Order to prove its equivalency(if applicable). The documents should be properly scanned and it should be legible. Candidates can preview the uploaded documents before submitting them. Once submitted, the documents cannot be re-uploaded or deleted. Candidates will be called for Dictation test only after the scrutiny of the uploaded documents.**
- (d) **Once the documents of qualification are uploaded, candidates can select the ‘Apply Now’ option available 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 can be made in the application. No request for changes/ editing in the application form will be entertained thereafter.**
- (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.

21. **Admission Tickets/Call Letters for Test/ Interview:**

- i) The candidates should login to their profile to download the Admission Ticket/Call Letter (<https://hckrecruitment.keralacourts.in>).
- ii) The Admission Tickets for the dictation test will be ready for download three weeks prior to the date of the test and the Call Letters for Interview will be ready for download two weeks prior to the Interview and the candidate will be intimated through SMS/e-mail.
- iii) If a candidate is unable to download his Admission Ticket/Call Letter, he/she should contact the High Court at 0484-2562235 during office hours. 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 Dictation test/Interview, as the case may be, he/she will be solely responsible for non-receipt of his 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 test/ Interview.
- iv) The candidates should note that their admission to the dictation test/ interview 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 Personal Assistant (Grade II) to Judge 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.

22. **Important dates with regard to submission of online applications:**

Date of commencement of filing of online application	10.06.2025
Date of closure of filing of online application	08.07.2025

23. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till last date to avoid the possibility of inability/failure to login to the recruitment portal of High Court.

24. 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.

(By Order)



P. Devendrakumar
Registrar (Recruitment)

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