



## THE HIGH COURT OF KERALA

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Dated : 04.06.2025

HCKL/166/2025-REC1-HC KERALA

### NOTIFICATION

Applications are invited from qualified Indian Citizens belonging to the following communities in the State of Kerala for appointment to 'No Candidate Available' (NCA) vacancies 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.

- Name of the Post : Confidential Assistant Grade II**
- Scale of Pay : ₹37400 – 79000**
- Number of vacancies and validity of Ranked list:**

Recruitment No.	No. of vacancies	Method of appointment
<b>05/2025</b> (Second NCA notification for the selection year 26.09.2019 to 25.09.2022)	Scheduled Tribes- 1	Direct recruitment (candidates belonging to the Scheduled Tribes / Scheduled Castes communities and those who belong to the Non – Creamy Layer of other communities in the State of Kerala mentioned herein alone are eligible to apply) Note:- Applications from candidates belonging to the communities other than those mentioned herein will be summarily rejected.
	Hindu Nadars- 1	
Viswakarmas- 1		
Scheduled Castes- 2		
Scheduled Tribes- 1		
<b>06/2025</b> (First NCA notification for the vacancies that arose from the ranked list no. REC1 - 59140/2022 dated 14.03.2024 (Rec. No. 18/2022))	Muslims- 2	
	OBC- 1	

**Note:-** Online application form and selection process are common for the above recruitments. The candidates belonging to Schedule Tribes applying for both the recruitments (recruitment nos. 05/2025 & 06/2025) shall not apply separately and they have to select the recruitment nos. they wish to apply for while filing up the online application. Ranked Lists will be prepared for each recruitment number in pursuance of this notification. The ranked lists so prepared for NCA vacancies (Rec No. 05/2025 and 06/2025) shall remain in force until candidates are advised and appointed against the vacancies earmarked for the respective communities.

5. **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 18 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.**

6. **Age Limit :**

- i) Candidates belonging to Scheduled Castes/Scheduled Tribes born between 02/01/1984 and 01/01/2007 (both days inclusive) are eligible to apply.
- ii) Candidates belonging to Other Backward Classes born between 02/01/1986 and 01/01/2007 (both days inclusive) are eligible to apply.
- iii) 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.
- iv) 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.

v) 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.

7. **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. **The Dictation Test and Interview will be common for the candidates who apply in response to Recruitment Nos. 05/2025 and 06/2025.***

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.

8. **Application fee: ₹500/- (Rupees Five Hundred only)**. Scheduled Castes/Scheduled Tribes / Unemployed Differently abled candidates with benchmark disabilities 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.
9. 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](mailto: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.
10. Documents in original to prove age, qualifications, Caste/Community, Non Creamy Layer 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, 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.
11. 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 is available under 'Downloads' section in the recruitment portal (<https://hckrecruitment.keralacourts.in>).
12. 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.

13. 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.
14. 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.
15. **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.**
16. Canvassing in any form will entail cancellation of candidature.
17. 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.
18. **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 documents of qualification for the post. Candidates will have to 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. 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/ modification can be made in the application. No request for changes/editing/ modification in the application form will be entertained thereafter.**
- (e) 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 even though 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.
- (f) 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.**

(g) 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.

19. **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 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 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 Confidential 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.

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

<b>Date of commencement of filing of online application and remittance of application fee through online mode</b>	<b>10.06.2025</b>
<b>Date of closure of filing of online application and remittance of application fee through online mode</b>	<b>08.07.2025</b>
<b>Date of commencement of remittance of application fee through offline mode / Offline challan will be available from</b>	<b>11.07.2025</b>
<b>Last date for remittance of application fee through offline mode</b>	<b>18.07.2025</b>

21. 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.
22. 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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