



THE HIGH COURT OF KERALA

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REC1-37749/2021

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Dated : 16.08.2022

NOTIFICATION

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

1. **Name of the Post** : **Chauffeur Grade II**
2. **Scale of Pay** : **₹26,500 – 60,700**
3. **Number of vacancies and Validity of Ranked List:**

Recruitment No.	No of vacancies	Method of Appointment
12/2022 (First NCA notification for the selection year 21.06.2019 – 20.06.2021)	Hindu Nadar - 1	Direct Recruitment (from candidates belonging to the community mentioned here in the state of Kerala)
13/2022	18 (including anticipated vacancies)	Direct Recruitment (Regular Vacancies)

Note:- Ranked Lists will be prepared for each recruitment number in pursuance of this notification. The ranked lists so prepared for NCA vacancy (Rec No. 12/2022), shall remain in force until candidates are advised and appointed against the vacancies earmarked for the respective community. The ranked list prepared pursuant to Recruitment No.13/2022 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.

4. Age Limit :

- (i) Candidates born between 02/01/1986 and 01/01/2004 (both days inclusive) are eligible to apply.
- (ii) Candidates belonging to Other Backward Classes born between 02/01/1983 and 01/01/2004 (both days inclusive) are eligible to apply.
- (iii) Candidates belonging to Scheduled Castes/ Scheduled Tribe born between 02/01/1981 and 01/01/2004 (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 up to 5 years will be granted to widows, subject to the condition that in no case upper age limit shall exceed 50 years.

5. Qualifications:

- 1. S.S.L.C.
- 2. Valid Light Motor Vehicle driving licence.

Note 1:- The candidates must have acquired all the qualifications on or before the date of closure of Step II process of online application.

Note 2:- The driving licence should be valid on the dates of closure of STEP II process, written test, practical test and interview.

Note 3:- Differently abled Candidates are not eligible to apply for the post.

6. Mode of Selection:

- (i) Selection will be on the basis of Written Test, Practical Test (Driving Test) and Interview. The written test will be of objective type containing 100 questions. The syllabus for the written test will be general knowledge, current affairs and matters relating to traffic rules and driving.
- (ii) The number of candidates to be included in the Short List of candidates to be called for the practical test will be decided by the High Court having regard to the number of vacancies notified, the number of candidates appointed from

the previous list, nature of the post and chances of occurrence of vacancies.

(iii) Maximum marks for the interview is 25. To be included in the Ranked List, a candidate has to obtain a minimum of 20% marks for the interview.

7. **Application Fee:** ₹500/- (Rupees Five Hundred only). (Candidates belonging to Scheduled Castes and Scheduled Tribes are exempted from remitting 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. Examination will be conducted at all districts in Kerala. Candidates should choose the name of the Centre where he/she desires to take the examination in the online application. No change in the choice of examination centre will be entertained under any circumstances. The High Court reserves the right to add or delete any centre at its discretion. The High Court also reserves the right to allot a candidate to any centre other than the one he/she has opted for.
9. Documents in original to prove age, qualifications, Community, Non Creamy Layer status, EWS Status etc should be produced as and when called for, failure of which will entail cancellation of candidature.
10. 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 submit the NOC/Service certificate as and when called for.
11. 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 fulfil the eligibility norms and/or that he/she has 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.
12. 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.
13. Canvassing in any form will entail cancellation of candidature.

14. Appointment to the post from the Ranked List prepared as per this notification will be made in accordance with the rules of reservation prescribed in Rules 14 to 17 of Part II of Kerala State & Subordinate Services Rules, 1958 and in accordance with the rules made for the purpose from time to time.

15. How to Apply:

- a) The online application process has two parts - **Step-I** and **Step-II**. 'Step-I/ New Applicant' is the first part for registration of the applicants. 'Step-II/ Registered Applicant' is the second part of the process for those applicants who had completed Step-I. **A candidate's online application is complete only if he/she completes both the steps which include the submission of application by completing the 'FINAL SUBMISSION' option available in Step –II process and payment of application fee (if applicable).**
- b) Candidates are advised to have a **valid Mobile Number / valid personal e-mail ID**. It should be kept active during the recruitment process. No request for change of Mobile Number/e-mail ID will be entertained. The High Court will send various intimations relating to the recruitment as **SMS/e-mail** to this Mobile Number/e-mail ID.
- c) In case a candidate does not have a valid personal e-mail ID, he/she may create his/her e-mail ID before applying online.
- d) If the candidate does not mention his/her Mobile Number/e-mail ID, no intimation relating to the recruitment will be sent to the candidate. Such candidates will have to visit the recruitment portal frequently for getting information about the recruitment.
- e) The online application form is common for Recruitment No. 13/2022 (Regular Vacancies) and Recruitment No.12/2022 (NCA Vacancy).
- f) **Candidates applying for more than one Recruitment Number should not apply separately.** In Step-I, they should select all the recruitment numbers for which they want to apply by clicking the relevant category available in the drop down menu against the appropriate recruitment numbers. They need to pay the application fee only once. **If they opt to apply separately, they will have to remit separate application fee for each recruitment and they will lose the 'common candidate' status in the examination.** So, the eligible candidates who desire to apply for more than one recruitment should avoid applying separately to

get the status of the 'common candidate' in view of the fact that common examination is prescribed for recruitments to Regular and NCA vacancies.

- g) Before applying online, candidates should keep with them **scanned (digital) image of their photograph and signature** (in a pendrive or CD) as per the following specifications;

Sl. No.	Image	File size	Dimensions (should be the exact size)	
			Height	Width
1	Photograph	20 KB to 40 KB	200 pixels	150 pixels
2	Signature	10 KB to 20 KB	100 pixels	150 pixels

- h) For further details the candidates are advised to visit the link **"Guidelines for Photograph & Signature"** available on the main page. Candidates should take care to upload good quality photograph. Otherwise it would be difficult to identify the candidate from the photograph on the Admission Ticket. **If the candidate cannot be identified from the photograph printed on the Admission Ticket, he/she will not be allowed to write the examination.**
- i) The candidate should also keep the particulars of educational qualifications and other personal details ready before applying as these details are required to be entered in the online Application Form. The detailed requirements are given in the link **"Sample Application Form"** available in the main page.
- j) To start the application process, the candidates should click the link '**Step-I/ New Applicant**' in the web page or the '**Apply online**' button available against the notification link. This will take the candidate to the next page where the options of '**POSTS**' are displayed. The candidates can access the **'RECRUITMENT OF CHAUFFEUR GRADE II' main page** (hereafter called the main page) by clicking the option '**CHAUFFEUR GRADE II**' available there. Before proceeding further, the candidate should read the detailed notification in the home page and How to Apply, Guidelines for Photograph & Signature, FAQ and Sample Application Form provided in the main page.
- k) In Step-I (Registration for New Applicants), the candidate has to fill in basic information about him/her. The information provided during Step-I process cannot be modified after submission with key number.

- l) Towards the end of Step-I process, the candidate will be asked to generate a **Key Number**. The Key Number should be **eight digit** long and it should contain at least one upper case letter (A,B,C,...), one lower case letter (a,b,c,...), one numerical digit (0,1,2,3,...) and one of the special characters (! @ # \$ % ^ * () _ + { } ; : < . >). The candidate is advised to **note down the Key Number and to keep it** securely till the selection process is over since it is required to be entered each time he/she log into the system. **Under no circumstances, he/she should share/mention Key Number with/to any other person. Before proceeding with the completion of the Step-I (Registration) process, the candidate should ensure that the reservation category, Religion, Caste, and other entered details are shown correctly in the 'confirmation screen'.**
- m) On completion of Step-I, the candidate will be assigned an **Application Number** which will be displayed on the screen and intimated to the candidates through SMS/e-mail. Candidate can continue the application filing process by clicking on the 'Proceed' button available in the above screen and complete the application filing process in one go, if he/she so desires, or exit the page.
- n) If he/she opts to exit the page, he/she has to log into the system by clicking on the link “Step-II / Registered Applicant” and then entering the Application Number and Key Number. The candidate will then have access to the Step-II process.
- o) In Step-II/Registered Applicant, the link '**Upload Photograph and Signature**' will be available. Only after completion of uploading of photograph and signature, the link – '**Application**' will be visible. **Final Submission link** will be available only if all the required details are furnished in the link 'Application' and its other dynamic sub links (Employment details, Service Particulars, Civil/Criminal cases etc.). The candidate should fill all the required information in these links. The details furnished by the candidates during Step-II process can be modified till the **Final Submission** of online applications. **However, the photograph and signature once uploaded cannot be changed.**
- p) On satisfying that the information furnished are correct and complete, the candidate must finally submit the Application by clicking the link '**Final Submission**', and furnishing the details required therein. **The process of online filing of application will be complete only on successful Final Submission of application as stated above.** Once an online application is finally submitted, no

further change can be made in Step-II. Therefore, the candidates are instructed to ensure the accuracy and correctness of details furnished before proceeding to the **'Final Submission'** button.

q) Payment of application fee is the last stage of the online application process.

After making **'Final Submission'** as indicated in clause (p) above, the candidate shall make the payment of application fee within the stipulated time. An application will be incomplete if application fee is not remitted and such applicants will not be considered for the selection process.

r) The application fee can be paid through online mode (Debit Card/Credit Card/Net Banking) or offline mode (Cash payment at the branches of the State Bank of India using the system generated fee payment challan).

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. The candidates are instructed to refer to the Terms & Conditions and policies with respect to payment, available in the payment page of the website. **Fee payment by either mode can be made only after the final submission of application.** The candidates should ensure that the web browser used by them is compatible with the same of the Bank to make hassle free payment of application fee.

i. *Online payment facility will be available from the date of commencement of Step I process. For making online payment of application fee, the candidate should click the link 'Fee Payment' available in the profile of the candidate and follow the instructions available on the screen.*

ii. *Payment through offline mode can be made only after the last date fixed for closure of Step II process. The challan for offline mode of fee payment can be downloaded from fee payment page available in the profile of the candidate **till the date fixed for closure of Step II process. After that date, the system generated challan will not be available. So, the candidates should ensure that the challan is downloaded on or before the date fixed for closure of Step II process.** However, payment through offline mode can be made till the date fixed for the same.*

s) The successful remittance of application fee marks the end of online application filing process.

- t) The candidates **should take printout of 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.

16. Admission Tickets/Call Letters for Written Test/ Practical Test/ Interview:

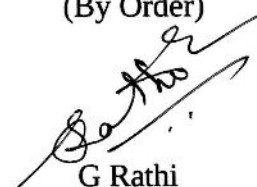
- (i) The candidates should download the Admission Tickets/Call Letters from the link “STEP-II” from the recruitment portal www.hckrecruitment.nic.in.
- (ii) The Admission Tickets for written test will be ready for download three weeks prior to the date of the written test and Call Letters for Practical Test/ Interview will be ready for download two weeks prior to the date of the Practical Test/ Interview and the candidate will be intimated through SMS/e-mail.
- (iii) If a candidate is unable to download his/her Admission Ticket/Call 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 Written Test/Practical Test/ Interview, 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 (www.hckrecruitment.nic.in) at least once in a week to know about the schedule of the written test/ Practical Test/ Interview.
- (iv) The candidates should note that their admission to the written test/ Practical 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 Chauffeur 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.

17. Important Dates to be remembered with regard to the submission of application:

Date of commencement of Step-I & Step-II processes and remittance of application fee through online mode	22.08.2022
Date of closure of Step-I process	16.09.2022
Date of closure of Step-II process, remittance of application fee through online mode and downloading of challan for offline payment	23.09.2022
Commencement of remittance of application fee through offline mode at SBI branches.	28.09.2022
Last date for remittance of application fee through offline mode	10.10.2022

- 18.** 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.
- 19.** 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)



G Rath

Registrar (Recruitment)