



KERALA PUBLIC SERVICE COMMISSION

No. DE III 836/2016/EW

Dated : 04/05/2016

NOTIFICATION

DEPARTMENTAL EXAMINATION FOR LEGAL ASSISTANTS - MAY-2016

General Instructions to Candidates

Remittance of Examination Fee through e-payment only. Applications of Candidates who do not remit through e-payment facility before the last date of Application will be rejected (See Para 5).

1. Applications are invited from Legal Assistants in the Law Department and other Departments for Admission to the O.M.R Departmental Examination prescribed for them through Online only.
2. Before submitting applications candidates must register as per **One Time Registration** Scheme through the official website of the Kerala Public Service Commission - www.keralapsc.gov.in (Departmental Test Registration) for applying the test. While doing the registration candidates must upload a passport size photo and the personal details such as Date of birth, address, designation & Official address etc. Then a user ID will be allotted. Candidates himself may be chosen the password and user ID. Candidates are responsible for the correctness of the information and secrecy of password. Before applying for the test, candidates must ensure correctness of the information in his/her profile. They must quote the user ID for further communication with the Commission. The application will be summarily rejected, if non-compliance with the notification is found in due course of processing.

Instructions regarding uploading the photo

- a) Photographs uploaded should be of colour / black and white taken from **01-01-2011**. **The name of the candidate and the date of taking photograph should be printed at the bottom.** It should be without cap or goggles (Except those worn in adherence to religious custom). Uploading photograph should be 200 pixels height, 150 pixels width, not exceeding a file size of 30 kb, in JPG format. The face and shoulders should be clear, background should be white/light coloured, face centrally focused and eyes open and vivid.

Candidates shall download their Admission Ticket and Identification certificates with photo through their profile. Candidate should have to produce the attested Admission ticket and Identification certificate at the time of examination. Otherwise will not be allowed to attend the examination.

3. The examination will be held at the office of the Kerala Public Service Commission, Pattom, Thiruvananthapuram-4.

4. The candidates for the examinations will have to satisfy all the conditions laid down in G.O. (P) No. 481/Public (Special) Department dated: 8.11.1963 and the amendments issued thereto.

5. **Examination Fee/Certificate Fee :**

(a) The examination fee prescribed is Rs 75/- per paper vide GO(P) No 409/2014 Fin dated 23/09/2014 and Certificate Fee is Rs 100/-.

(b) An internet banking enabled bank account is required for e-payment.

(c) The applicant must ensure that Examination Fee/Certificate Fee due are remitted within the last date.

(d) The applicant must remit fees through the Make Payment (e-Payment) link in their profile before the last date. Payment by other means such as Treasury Chalan, Crossed Postal Order, e-Chalan etc will not be accepted.

(e) The applicant can note down the GR Number (Government Reference Number), generated during e-Payment, for transaction failure clarifications, if any.

(f) Fees, once remitted, will not be refunded/adjusted under any circumstances. Hence, before proceeding to e-Payment, the applicant must ensure that they have applied for the correct examinations, papers and certificates.

(g) Change in Head of Account is also not allowed, once the remittance is made, i.e, fees remitted under Certificate Fees cannot be converted as Examination Fees.

(h) However, changes in the papers/examination applied can be made till the last date of application.

(i) The certificate fee need not be remitted for those examinations, for which applied as per earlier notifications (January 2011 onwards) and the applicant had applied for the examinations in that term and the original Chalan had been verified.

(j) For those who applied as per earlier notifications (January 2011 onwards) and did not appear for any of the examinations in that term must remit the certificate fee through e-payment.

(k) In case of transaction failures, the applicant can clarify the status of their transaction from the Treasury/Bank concerned.

6. The syllabus of the examination, the maximum and the minimum marks required for a pass etc. are given below. Books will not be supplied from this office for reference in the examination hall.

7. The admission tickets of eligible candidates will be made available in their profiles. **Candidates can download Admission Ticket and identification certificate online by logging into their profile using their ID and password.**
8. **Candidates can make any changes in their application up to the last date of receipt of applications. Application will be admitted on the basis of the details and photos existing on the last date of receipt of application.**
9. **On the first day of the examination candidates must produce Identification Certificate duly attested by the Head of Office at the time of examination and handed over to the officers concerned. Otherwise answer script will be invalidated. Candidate without Admission Ticket and Identification Certificate will not be permitted to attend the examination.**
10. The date and time of exam will be intimated through mass media and the website of KPSC (www.keralapsc.gov.in). **No individual intimation will be served.**
11. Last date of receipt of application through online is 08/06/2016
12. Application with photos that is not as per para 2 (a) will be rejected and is non-appealable.

Sd/-

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION
THIRUVANANTHAPURAM.



KERALA PUBLIC SERVICE COMMISSION

No. DE III/836/2016/EW

Dated: 04/05/2016

NOTIFICATION

DEPARTMENTAL EXAMINATION FOR LEGAL ASSISTANTS- MAY 2016

1. Applications are invited online only from Legal Assistants in the Law Department and other Departments / Institutions (who have not passed the Bar Council Examinations) and also from candidates belonging to other Departments / Institutions for whom this test has been made obligatory and confidential Assistants including Office Superintendents and Typist including Office Superintendents of Law Department who possess the requisite Law qualification for Admission to the Departmental Test (O.M.R) for Legal Assistants prescribed in G.O(MS)158/public (special Department), dated 06-05-1964 as modified by G.O(MS)No.39/75/PD dated 26-02-1975 and G.O(MS) No.27/2/GAD dated 16-01-2002.

Note:- The Legal Assistants Grade-I and Confidential Assistants (including Office Superintendents) and Typist (including Office Superintendents) of the Law Department who possess LLB Degree of any university in which the subjects for LLB Examination cover the syllabus prescribed for I & II papers under Part I of the Departmental test will be exempted from passing papers I & II under Part I of the Departmental Test for appointment as Section Officer, Law Department [vide (1) G.O(MS)No.157/77/GAD dated 31-05-1977 (2) G.O(MS) No 505/80/GAD dated 28-10-1980]

2. The examination will be held according to the syllabus given in Annexure A. The Exact date and time of the exam will be intimated through mass media and the website of KPSC (www.keralapsc.gov.in). No individual intimation will be served.
3. Test will be open to (1) All Legal Assistants (Irrespective of Grades) who have not passed the Bar Council Examination (2) Persons already appointed as Superintendents in Law Department and holding the post by virtue of the temporary exemption granted to them from passing the Bar Council Examination and (3) The confidential Assistants including Office Superintendents and Typists including Office Superintendents of the Law Department who possess the requisite Law qualification (4) Candidates belonging to other Departments / other Institutions for whom this test has been made obligatory.
4. The test can be passed part-by -part or paper-by-paper.

5. Those who have already passed any part or paper of the Old Bar Council Examination will be treated as exempted from passing the corresponding part or paper of the test.
6. The test is prescribed as part of the probation or training of an officer, whether recruited direct or by transfer or for the purpose of making him eligible for increment or for confirmation in any post, or for promotion to a higher post, or where it is prescribed as a qualification necessary for an officer to continue in this post without penalty, or where it has been newly imposed on persons already in the service concerned no fee will be levied. This concession will however, be limited to one chance for each test and from the second chance onwards fees will be levied as prescribed, subject to following proviso: " For the above purpose the mere fact of having applied for test in full or in part or in papers of the test will also be treated as appearance for the full test"

ANNEXURE - A

SYLLABUS FOR DEPARTMENTAL TEST FOR LEGAL ASSISTANTS

PART-I

- I Paper - Code of Civil Procedure and Civil Rules of Practice**
- II Paper - VII of 1957 Code of Criminal Procedure, 1973 (Central Act 2 of 1974) and Criminal Rules of Practice.**

PART-II

- **The Kerala Stamp Act, 1959**
- **The Kerala Court fee and Suits Valuation Act, 1960**
- **The Indian Limitation Act, 1963**
- **The Kerala Civil Court Act, 1957**
- **The Kerala High Court Act, 1959 and the Small Cause Courts Act (Act)**

Time and Marks:- Each paper will be of Two hours duration. The total marks for each paper is 100 and the minimum required for a pass is 40

Note:- The time table and further instructions regarding the Test will be published in official website / media in due course.

Sd/-
SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION