



THE HIGH COURT OF KERALA

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Dated : 24/06/2024

HCKL/4505/2024-REC1

NOTIFICATION

Applications are invited from candidates belonging to Scheduled Caste/Scheduled Tribe communities in Kerala for appointment 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.

1. **Recruitment Number** : 8/2024
2. **Name of the Post** : Section Officer/Court Officer
3. **Scale of Pay** : ₹51400-110300
4. **Number of vacancies and Validity of Ranked List : 2 (Two)**
(The ranked list prepared pursuant to this notification 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. Vacancies that may arise during the period of validity of the ranked list shall also be filled up from the list.)
5. **Method of Appointment**: Direct recruitment (Special recruitment from among members belonging to Scheduled Caste/Scheduled Tribe communities in Kerala only).
Note:- Applications of candidates belonging to communities other than mentioned above will be summarily rejected.
6. **Qualification**: Law Degree
Note:- Law Degree should be awarded or recognised by any of the Universities in Kerala. The candidates appointed to the service will have to acquire the following qualification within the period of probation.
 1. High Court Office Procedure Test
 2. Account Test(Lower)
7. **Age Limit** :
Candidates born between 02/01/1983 and 01/01/2006 (both days inclusive) are eligible to apply(No other relaxation in age is applicable).
8. **Mode of Selection** :1. Selection will be on the basis of written test and interview
2. The written test will be of Objective test to be answered in OMR sheet
(i)Objective Test : The Objective test with 75 minutes duration consists of 4 sections with marks shown against each (Total 100 marks) as follows: (a)General Knowledge(25 Marks), (b)English (25 Marks), (c)The Limitation Act , 1963(20 Marks), (d)The Kerala Court Fees and Suits Valuation Act, 1959 (30 Marks)
(ii) The number of questions will be 100. Each question will carry 1 mark. For every incorrect answer ¼ mark will be deducted.
3.**Interview**: The interview is for 10 marks. The minimum marks for being included in the ranked list will be 35% in the interview.
4. The number of candidates to be included in the Short list of candidates to be called for the interview will be decided by the Chief Justice having regard to the number of vacancies
9. **Application fee**: Candidates are exempted from payment of application fees
10. **Examination Centres** : Examination will be held at Ernakulam
11. **Scribe/ Compensatory time for Differently abled candidates in written test**:
(i) Differently abled candidates whose writing speed is affected can avail the services of a scribe. Such candidates should indicate their intention to avail the service of scribe in their

online application form. **Only those candidates who opts for scribe in the application will be allowed to use the service of scribe.**

(ii) The use of scribe will be governed by the guidelines prescribed by the High Court and candidates will have to produce a medical certificate and declaration at the time of test in the prescribed format available in the recruitment portal (<https://hckrecruitment.keralacourts.in>).

The qualification of the scribe shall be atleast one step below the minimum qualification prescribed for the post applied for by the candidate.

(iii) Differently abled candidates whether availing the facility of scribe or not, will be allowed compensatory time of 20 minutes and/or part thereof for every hour of the examination 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>)

12. Candidates who wish to apply from abroad have to forward an e-mail 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.
13. Documents in original to prove age, qualification, community, etc. should be produced as and when called for, failure of which will entail cancellation of candidature.
14. Candidates, who are in the service of the Government of India or any of the State Governments, while applying, should obtain No Objection Certificate/ Service Certificate from their Head of Office or Department and keep it with them. If candidates fail to produce 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 have acquired the prescribed qualification on or before the date fixed for closure of online application process. The date for determining whether a candidate does possess the qualification shall be the date fixed for closure of online application process.**
16. 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.
17. 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.
18. Canvassing in any form will entail cancellation of candidature.
19. **The candidates who misbehave or commit any malpractice during the written test / interview 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.**
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 tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the High Court in this regard.

21. **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 the notification and 'How to apply' carefully before submitting online application and be ready with scanned images of photograph and signature, details of qualification, etc. **While uploading the photograph, the face and shoulder should be clearly visible with the face being centrally focused and the background of the photograph should be white/light coloured. (For details please read "Guidelines for Photograph and Signature" in the "How to apply" link given in the website.)**

b) After entering the required details in 'My Profile', the candidates can apply for the post from 'Apply Now' in '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

c) 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.

22. **Admission Tickets/Call Letters for Written Test/ Interview:**

- i) The candidates should login to their profile to download the Admission Ticket/Call Letter.
- ii) The Admission Tickets for written test will be ready for download three weeks prior to the date of the written 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. The candidates who have found place in the Short List can download and take printout of the call letters for interview.
- iii) If a candidate is unable to download his 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/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 written test/ Interview.
- iv) The candidates should note that their admission to the written 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 Section Officer/Court Officer 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.

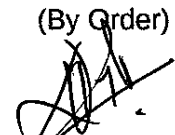
23. **Important Dates to be remembered with regard to the submission of application:**

Date of commencement of filing of online application process	03.07.2024
Date of closure of filing of online application process	31.07.2024

24. 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.

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.

(By Order)


P. Devendrakumar
Registrar (Recruitment)