



Date of commencement of Step-I & Step-II processes and remittance of application fee through online mode	06.11.2023
Date of closure of Step-I process	28.11.2023

Date of closure of Step-II process and last date for remittance of application fee through online mode (Candidates who made online payments are requested to ensure that the 'Fee payment' link has become inactive in order to confirm the payment, even if they have received message from their bank regarding successful payment of amount.)	08.12.2023
Date of commencement of remittance of application fee through offline mode	12.12.2023
Last date of remittance of application fee through offline mode	19.12.2023

A copy of notification is forwarded herewith. You are requested to publish the notification on the website and notice board of the Court.



P. Devendrakumar,
Registrar (Recruitment)

2

Encl:- As above

To:- All Principal District Judges



THE HIGH COURT OF KERALA

website: www.hckrecruitment.nic.in
e-mail: recruitment.hckerala@nic.in

Phone : 0484-2562235
Fax : 0484-2391720
Kochi : 682 031
Dated : 27/10/2023

A7-75309/2021/IT3/REC3

NOTIFICATION

Applications are invited from qualified Indian citizens for appointment to the following posts in the High Court. Candidates shall apply online through the Recruitment Portal (www.hckrecruitment.nic.in). No other means/modes of application will be accepted.

1. Details of the posts :

Sl No.	Post	Recruitment No.	No. of posts	Proposed Scale of pay	Qualifications / experience	Job profile
1	Manager (IT)	9 /2023	01	₹107800-160000	<u>Educational Qualifications</u> B.Tech/M.Tech in IT/CS/EC <u>Experience</u> Minimum 5 years of experience in a Government / PSU / Court / Other reputed organizations in a managerial capacity in IT field.	Overall Technical Head of IT Operations
2	System Engineer	10 /2023	1	₹59300-120900	<u>Educational Qualifications</u> B.Tech/M.Tech in IT/CS/EC <u>Experience</u> Minimum 2 years of experience in System/Network/ Database Administration.	In-charge of network, server/s and database administration

Sl No.	Post	Recruitment No.	No. of posts	Proposed Scale of pay	Qualifications / experience	Job profile
3	Senior Software Developer	11 /2023	03	₹59300-120900	<u>Educational Qualifications</u> B.Tech/M.Tech or MCA or MSc in Electronics/IT/Computer Science <u>Experience</u> Minimum 2 years of experience in programming.	Software development, supervision of software development activities/ design and implementation of software.
4	Senior System Officer	12 /2023	14	₹51400-110300	<u>Educational Qualifications</u> Government recognized Diploma in Electronics/ Computer Science /Computer Hardware or Diploma with the combination of the above subjects or B.E./B.Tech (Electronics/IT/ Computer Science/Computer Hardware or combination of any of these subjects) / BCA / M.E / M.Tech (Electronics/IT/Computer Science /Computer Hardware or combination of any of these subjects) / MCA + Work experience of 3 years and above in eCourts project in Kerala as System Assistant / System Officer / Senior System officer.	Supervision of Computerisation activities of the courts in District Judiciary.

2. Posting Location: The vacancies are created in the High Court Service and the selected candidates will be headquartered at High Court at Ernakulam. Posting locations could be either the High Court or the Subordinate Courts, located anywhere in the State.

3. Method of appointment : Direct Recruitment.

4. Validity of Rank list : The rank 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 rank list shall also be filled up from the list.

5. Age limit :

i) Candidates born between 02/01/1982 and 01/01/2005 (both days inclusive) are eligible to apply.

ii) Candidates belonging to Scheduled Castes/Scheduled Tribes born between 02/01/1977 and 01/01/2005 (both days inclusive) are eligible to apply.

iii) Candidates belonging to Other Backward Classes born between 02/01/1979 and 01/01/2005 (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.

vi) Age relaxation for candidates with other disabilities will be as per the Government orders from time to time.

vii) Reservation for various categories will be as per the relevant rules/regulations.

6. Mode of Selection :

(1) Selection to the Post of Manager (IT) (Rec No: 9 /2023), System Engineer (Rec No: 10 /2023) and Senior System Officer (Rec No: 12 /2023) shall be based on interview.

(2) Selection to the Post of Senior Software Developer (Rec No: 11 /2023) shall be subject to a programming test and candidates who secure a minimum of 50% marks alone in the programming test will be called for an interview. Screening test is only for elimination and the marks in interview alone be considered for selection.

Note :- Merely satisfying the eligibility criteria does not entitle a candidate to be called for the programming test/interview. The cut-off mark for the above tests will be decided by the High Court. **The High Court reserves the right to alter the mode of selection mentioned above at any stage.**

7. Application Fee :

Sl No	Recruitment No.	Post	Fee
1	09 / 2023	Manager (IT)	₹750/-
2	10 / 2023	System Engineer	₹500/-
3	11 / 2023	Senior Software Developer	₹500/-
4	12 / 2023	Senior System Officer	₹500/-

Scheduled Caste/Scheduled Tribes candidates are exempted from payment of application fee. Unemployed differently abled candidates 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.

8. Facilities for Persons with Disabilities :

(i) Candidates with benchmark disabilities whose writing speed is affected can avail the services of a scribe. Such candidates should indicate the same in their online application form. Such 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.

(ii) The use of scribes will be governed by the guidelines prescribed by the High Court and the candidates will have to produce a medical certificate and declaration at the time of test in the prescribed format available in the recruitment portal of the High Court.

9. Examination Centres : Programming Test / Interview, whichever is/are applicable, is proposed to be held at Ernakulam. However, the High Court reserves the right to hold the Test/Interview at any other place at its discretion, if the need arises. In such cases, prior intimation will be given to the candidates.

10. Candidates possessing degrees which are not awarded by the Universities in Kerala should obtain certificate of recognition of their degrees, from any of the Universities in Kerala and keep it with them. The certificate of recognition of the degree should be produced as and when called for, failure of which will entail cancellation of candidature.

11. Documents in original to prove age, qualifications, Community, Non Creamy Layer status, etc should be produced as and when called for, failure of which will entail cancellation of candidature. The candidates who belong to differently abled category will have to produce a certificate from the medical board as per G.O (P) No.39/2012/SWD dated 30/06/2012 as and when called for. (The format of certificates will be available in the link 'Downloads' in the recruitment portal.)

12. 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 the candidate fails to produce the No Objection Certificate as and when called for, his/her candidature will stand cancelled. (Format of NOC is available in the link 'Downloads' in the recruitment portal)

13. Candidates 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 any of these shortcomings are detected even after appointment, his/her service is liable to be terminated.

14. The High Court reserves the right to cancel, modify or alter any terms and conditions of this notification at any stage. All other matters which are not specifically provided in this notification shall be as decided by the High Court.

15. 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.

16. Canvassing in any form will entail cancellation of candidature.

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

18. 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 includes the submission of application by clicking the '**FINAL SUBMISSION**' option available in Step –II process and payment of application fee.

- b. Eligible candidates are required to apply only '**ONLINE**' through the website www.hckrecruitment.nic.in. To start the 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 TO PERMANENT IT POSTS main page** (hereafter called the main page) by clicking the option '**PERMANENT IT POSTS**' 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. He/She should also be ready with his/her scanned Photograph & Signature as specified in clause (h) below or in Guidelines for Photograph & Signature (in a pen drive) and the details to be filled in the online application.
- c. In Step-I (Registration for New Applicants), the candidate has to fill in basic information about him/her. The information provided during Step-I (New Applicants) process cannot be modified after submission with key number.
- d. In Step-II (Registered Applicant), the candidate has to upload his/her scanned photograph and signature and detailed information about him/her. 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.**
- e. Candidates are advised to have a valid Mobile Number / valid personal e-mail ID. It should be kept active for the duration of the recruitment. No request for change of Mobile Number/e-mail ID will be entertained. High Court will send various intimations relating to the recruitment as **SMS/e-mail** to this Mobile Number/e-mail ID.
- f. In case a candidate does not have a valid personal e-mail ID, he/she may create an e-mail ID before applying online.
- g. 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 website frequently for getting information about the recruitment.
- h. Before applying online, a candidate will be required to have a scanned (digital) image of his photograph and signature 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
---	-----------	----------------	------------	------------

- i. 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 photographs. 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 attend the examination.**
- j. The candidate should also keep the particulars of educational qualifications, experience details and other personal details ready before applying as these details are required to be entered in the online Application Form. The detailed requirement are given in the link "**Sample Application Form**" available in the main page.
- k. Candidates should fill in the required details including uploading of his/her photograph and Signature during the course of applying online. Care should be taken by the applicant while filling in information in the Online Application Form.
- 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.
- 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 with 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". For this, the Application Number and Key Number of the candidate are required. Then the candidate will have access to the profile of the candidate.
- o. In the **profile** of the candidate, the link '**Upload Photograph and Signature**' will be available. Only after completion of uploading of photograph and signature, the link – '**Application**' will be visible. The candidate should fill all the required information in this link. **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...).
- p. On satisfying that the information furnished are correct and complete, the candidate must finally submit the Application by clicking the link '**Final Submission**', after 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 clicking the '**Final Submission**' button. Candidates may take note that the **application**

process will be complete only on payment of application fee, in applicable cases, after the 'Final Submission'.

- q. **Payment of application fees is the last stage of the application process.** After making '**Final Submission**' as indicated in clause (p) above, the candidate, if applicable, shall make the payment of application fees within the stipulated time. The 'Fee Payment' link will become inactive on successful payment of application fee. Online applications which are not followed by payment of application fees, in applicable cases, will be incomplete. **Candidates who made online payments are, therefore, requested to ensure that the fee payment link has become inactive in order to confirm the payment, even if, they have received message from their bank regarding successful payment of amount.**
- 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 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 as stated in clause (p) above. The candidates should ensure that the web browser used by them is compatible with the same of Bank to make hassle free payment of application fee.
- i. Online payment can be made from the date of commencement of Step I & Step II processes. 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. Do not register again, in case, the amount has already been debited from your account. Your payment may be in clearing and may take a few days to settle the amount. Once, the payment is successful, the 'Fee Payment' link will become inactive. The amount may be got refunded in some cases. Candidates are requested to check their bank account statement in such cases. In case, the online payment **does not become success towards the last date for the offline payment, candidates have to pay the application fee through Offline mode** by presenting the challan at any branch of the State Bank of India (SBI) on any day specifically mentioned in the notification for the said purpose. In case, two payments (online & offline payment) are made in respect of a single application, email shall be sent intimating the same upon which the extra payment made will be refunded.
- iii. 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 same will be made available in the 'Application Status' link available in the Recruitment Portal.** Payment through offline mode can be made only after the date fixed for closure of Step II process.

- s. Candidates who are exempted from fee payment and the candidates who wish to pay the fee through online mode (Debit Card/Credit Card/Net Banking) can complete the application process in one go, if they so desire. In case the candidates do not intend to complete the application process in one go, he/she can login to STEP-II link available in the Home Page by providing Application Number and Key Number and continue the process.
- t. The successful remittance of application fee marks the end of application filing process. **The candidates shall take note of the fact the application filing process will be complete only on successful remittance of application fee. If the application fee is not remitted within the respective cut off date, the applications will be incomplete.**
- u. The candidates should take printout of Application and keep it for future reference. **They need not send the print out of the online application or any other document.**

19. 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	06.11.2023
The date of closure of Step-I process	28.11.2023
Date of closure of Step-II process and last date for remittance of application fee through online mode (Candidates who made online payments are requested to ensure that the 'Fee Payment' link has become inactive in order to confirm the payment, even if they have received message from their bank regarding successful payment of amount)	08.12.2023
Commencement of remittance of application fee through offline mode at SBI branches.	12.12.2023
Last date for remittance of application fee through offline mode	19.12.2023

20. Admission Tickets / Call Letters for programming 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 programming test/Interview will be ready for download three weeks prior to the date of the programming test/Interview and the Call Letters for programming test/Interview will be ready for download two weeks prior to the programming test/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 programming test/Interview.

- 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 programming 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 programming test/ Interview.
- iv) The candidates should note that their admission to the programming 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 "PERMANENT IT POSTS" 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.
21. In case of doubts, candidates may contact at 0484-2562235 (Recruitment & Examination Cell, High Court of Kerala) on all working days between 10 a.m. and 4.30 p.m or may sent query through email recruitment.hckerala@nic.in

(By Order)



P. Devendrakumar
Registrar (Recruitment)

