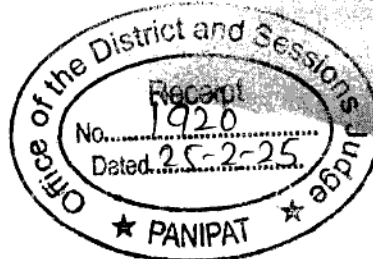


No. 940 Spl. E II/L.80 (a) Dated 24/02/2025

From

The Registrar General,  
Punjab and Haryana High Court,  
Chandigarh.

To



All the District & Sessions Judges in the State of Punjab.  
All the District & Sessions Judges in the State of Haryana.  
The District and Sessions Judge, U.T., Chandigarh.

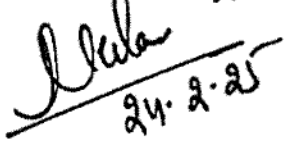
Subject: Kerala Judicial Service Examination – 2025 - (Recruitment of Civil Judge (Junior Division)).

Sir/Madam,

I am directed to refer you on the subject cited above and to forward herewith a copy of Notification bearing No. HCKL/1/2025-REC 4-HC Kerala(3) dated 03.02.2025 along with its enclosures, received from the Registrar (District Judiciary), High Court of Kerala with the request to convey the same amongst all the employees working under your control with regard to point No. "7(i)-Direct Recruitment" mentioned in Notification dated 31.01.2025 (Flag 'C') and not for point mentioned at "7 (ii) Recruitment by Transfer".

Encl: As above.

Your's faithfully,

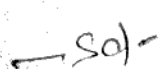
  
24.2.25  
Assistant Registrar(E-II)  
for Registrar General

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, PANIPAT

Endst. No. 4030 Dated: 25.02.2025.

Received through e-mail.

Seen. Office to note and display the same on notice board and System Officer is also directed to upload the same on website of this Sessions Division.

  
(Sudesh Kumar Sharma)  
District & Sessions Judge,  
Panipat. 25.02.2025.

No. 240 Spl. E II/L.80 (a) Dated 24/02/2025

From

The Registrar General,  
Punjab and Haryana High Court,  
Chandigarh.

To


All the District & Sessions Judges in the State of Punjab.  
All the District & Sessions Judges in the State of Haryana.  
The District and Sessions Judge, U.T., Chandigarh.

Subject: Kerala Judicial Service Examination – 2025 - (Recruitment of Civil Judge (Junior Division).

Sir/Madam,

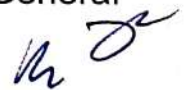
I am directed to refer you on the subject cited above and to forward herewith a copy of Notification bearing No. HCKL/1/2025-REC 4-HC Kerala(3) dated 03.02.2025 along with its enclosures, received from the Registrar (District Judiciary), High Court of Kerala with the request to convey the same amongst all the employees working under your control with regard to point No. **"7(i)-Direct Recruitment"** mentioned in Notification dated 31.01.2025 (**Flag 'C'**) and not for point mentioned at **"7 (ii) Recruitment by Transfer"**.

Your's faithfully,

  
24.2.25

Assistant Registrar(E-II)  
for Registrar General

Encl: As above.

✓ 



**THE HIGH COURT OF KERALA**

Website : <https://hckrecruitment.keralacourts.in>  
e-mail : [recruitment.hckerala@nic.in](mailto:recruitment.hckerala@nic.in)

Phone : 0484-2562235  
Fax : 0484-2391720  
Kochi : 682 031  
Date : 03-02-2025

**HCKL/1/2025- REC 4-HC KERALA(3)**

From  
The Registrar (District Judiciary)

To  
The Registrar General,  
All High Courts.

Sir,

Sub:- Kerala Judicial Service Examination - 2025- Recruitment of Civil Judge  
(Junior Division) - Notification issued - Publishing of -Reg.  
Ref:- High Court Notification No. **HCKL/1/2025-REC 4-HC KERALA**  
dated 31.01.2025

I am to inform you that as per the reference cited above, the High Court of Kerala has issued a notification inviting 'online' applications for recruitment to the post of Civil Judge (Junior Division), in the Kerala Judicial Service against NCA and Regular vacancies.

Eligible candidates are required to apply 'ONLINE', only through the Recruitment Portal of the High Court of Kerala (<https://hckrecruitment.keralacourts.in>). No other means/modes of application will be accepted. The Notification and other details are available in the above mentioned portal.

I am, therefore, to forward herewith a copy of the brief notification for information and necessary action.

Yours faithfully,

Signed by

Nixon M Joseph

Date: 03-02-2025 11:43:56

Nixon M. Joseph  
Registrar (District Judiciary)

Encl:- As above

78  
15-2-25





## THE HIGH COURT OF KERALA

Website : <https://hckrecruitment.keralacourts.in>  
e-mail : [recruitment.hckerala@nic.in](mailto:recruitment.hckerala@nic.in)

Phone : 0484-2562235  
Fax : 0484-2391720  
Kochi : 682 031  
Dated -03-02-2025

No.HCKL/1/2025- REC 4-HC KERALA

### BRIEF NOTIFICATION

Online applications are invited from qualified candidates for appointment to the post of Civil Judge (Junior Division) (Pay : 77840 – 136520) in the Kerala Judicial Service against NCA and Regular vacancies as detailed below. Online applications can be submitted from 03.02.2025 onwards. No other means/modes of application will be accepted.

Sl. No.	Recruitment Number	No. of vacancies	Eligible categories
1	1/2025	1 (NCA)	<b>Scheduled Tribes – 1</b> [Candidates belonging to <b>Scheduled Tribes/Scheduled Castes</b> in the State of Kerala can apply for the post. However, only in the absence of candidates belonging to Scheduled Tribes community in the merit list, candidates from Scheduled Castes community will be considered for appointment]
2	2/2025	2 (NCA)	<b>Scheduled Tribes – 2</b> [Candidates belonging to <b>Scheduled Tribes/Scheduled Castes</b> in the State of Kerala can apply for the post. However, only in the absence of candidates belonging to Scheduled Tribes community in the merit list, candidates from Scheduled Castes community will be considered for appointment]
3	3/2025	2 (NCA)	<b>Scheduled Tribes – 1</b> [Candidates belonging to <b>Scheduled Tribes/Scheduled Castes</b> in the State of Kerala can apply for the post. However, only in the absence of candidates belonging to Scheduled Tribes community in the merit list, candidates from Scheduled Castes community will be considered for appointment] <b>Muslims – 1</b> [candidates belonging to the Non-Creamy Layer of the Muslims community in the State of Kerala alone are eligible to apply]

4	4/2025	12 Regular vacancies	All Categories
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Important dates with regard to submission of online applications :

Date of commencement of application filing process/ fee payment through online mode	03.02.2025
The date of closure of application filing process/ fee payment through online mode	25.02.2025
Date of commencement of remittance of application fee through offline mode	03.03.2025
The last date for remittance of application fee through offline mode	10.03.2025

For detailed notification, visit : <https://hckrecruitment.keralacourts.in>

Signed by  
Nixon M Joseph  
Date: 03-02-2025 11:44:37  
Nixon M. Joseph  
Registrar (District Judiciary)





# THE HIGH COURT OF KERALA

Website: <https://hckrecruitment.keralacourts.in>  
e-mail : [recruitment.hckerala@nic.in](mailto:recruitment.hckerala@nic.in)

Phone : 0484-2562235  
Fax : 0484-2391720  
Kochi : 682 031  
Date: 31.01.2025

HCKL/1/2025-REC 4-HC KERALA

## NOTIFICATION

### KERALA JUDICIAL SERVICE EXAMINATION - 2025

Online applications are invited from qualified candidates for appointment to the post of Civil Judge (Junior Division) (Pay : 77840 - 136520) in the Kerala Judicial Service against NCA and Regular vacancies as detailed below. Candidates can submit applications only after completing One Time Registration in the Recruitment Portal of the High Court (<https://hckrecruitment.keralacourts.in>). Online applications can be submitted from 03.02.2025 onwards. No other means/modes of application will be accepted.

### NCA VACANCIES

[Those who apply for NCA vacancies can apply for the Regular vacancies also]

2. **Recruitment number: 1/2025** (3<sup>rd</sup> Re-notification relating to the select list prepared pursuant to notification No.REC 4- 80988/2021, dated 31.01.2022).

**Number of vacancy:** **Scheduled Tribes – 1** (Candidates belonging to **Scheduled Tribes/ Scheduled Castes** in the State of Kerala can apply for the post. However, only in the absence of candidates belonging to Scheduled Tribes community in the merit list, candidates from Scheduled Castes community will be considered for appointment).

**Method of recruitment:** Direct recruitment (candidates belonging to the Scheduled Tribes/Scheduled Castes communities in the State of Kerala alone are eligible to apply).

3. **Recruitment number: 2/2025** (2<sup>nd</sup> Re-notification relating to the select list prepared pursuant to notification No. HCKL/352/2023- REC 4, dated 19.01.2023)

**Number of vacancies:** **Scheduled Tribes – 2** (Candidates belonging to **Scheduled Tribes/ Scheduled Castes** in the State of Kerala can apply for the post. However, only in the absence of candidates belonging to Scheduled Tribes community in the merit list, candidates from Scheduled Castes community will be considered for appointment).



**Method of recruitment:** Direct recruitment (candidates belonging to the Scheduled Tribes/Scheduled Castes communities in the State of Kerala alone are eligible to apply)

4. **Recruitment number:** 3/2025 (1st Re-notification relating to the select list prepared pursuant to notification No.HCKL/589/2024- REC 4, dated 31.01.2024)

**Number of vacancies:** **Scheduled Tribes – 1** (Candidates belonging to **Scheduled Tribes/ Scheduled Castes** in the State of Kerala can apply for the post. However, only in the absence of candidates belonging to Scheduled Tribes community in the merit list, candidates from Scheduled Castes community will be considered for appointment).

**Muslims - 1**

**Method of recruitment:** Direct recruitment (candidates belonging to the Scheduled Tribes/Scheduled Castes communities and those who belong to the Non-Creamy Layer of the Muslims community in the State of Kerala alone are eligible to apply)

### **REGULAR VACANCIES**

5. **Recruitment number :** 4/2025

**Number of vacancies : 12 (Probable)** [includes one vacancy reserved for Persons With Benchmark Disabilities (*Categories under Section 34(1) (d) & (e) of the Rights of Persons with Disabilities Act, 2016*) which was kept unfilled in the previous year for want of eligible candidate and carried forward to this year as per Section 34 (2) of the Rights of Persons with Disabilities Act, 2016]

**Method of recruitment:** (i) Direct Recruitment; and (ii) Recruitment by Transfer.

6. **Mode of selection:** The selection shall be made after holding competitive examinations at two successive stages. The first stage is the Kerala Judicial Service (Preliminary) Examination. The second stage is the Kerala Judicial Service (Main) Examination, consisting of a written examination and a viva-voce. The preliminary examination and main examination will be conducted on the basis of the Scheme and Syllabi given at clauses 9 to 12 of this notification. The preliminary as well as the main examination will be common for the candidates who apply in response to Recruitment Nos.1/2025, 2/2025 & 3/2025 for NCA vacancies and Recruitment No. 4/2025 for regular vacancies.

7. **Qualifications:**

I. **Direct Recruitment:**

A candidate for appointment as Civil Judge (Junior Division) by direct recruitment shall satisfy the following general conditions, namely;

- a) Shall be a citizen of India.
- b) Shall be a holder of a degree in Law recognized by the Bar Council of India for the purpose of enrolment as an Advocate.
- c) Shall not have completed 35 years of age on the first day of January,



2025. The upper age limit shall be raised by five years in the case of candidates belonging to any of the Scheduled Castes or adult members of such castes and their children when such adult members are converted to other religions, or Scheduled Tribes and by three years in the case of candidates belonging to any of the Other Backward Classes, as provided in Rule 10(c) of Part II of Kerala State and Subordinate Services Rules, 1958. Ten years' age relaxation over and above the existing upper age limit will be granted to Persons with Benchmark Disabilities who come within the definition of section 2 (r) of the Right of Persons with Disabilities Act, 2016 (Central Act 49 of 2016). Provision in sub-rule (e) of Rule 10 of Part - II, KS & SSR, 1958 for raising the upper age limit in the case of Ex-service men shall be applicable to such candidates, subject to the condition that maximum age limit shall not exceed 50 years.

d) Shall be of good character.

e) Shall be of sound health having no bodily infirmities, which renders them unfit for appointment.

While applying for the post, candidates should ensure that they fulfil the eligibility and other norms mentioned in the notification. Save as otherwise provided, the qualification prescribed for the post shall be the one acquired by the candidate on or before the last date fixed for closure of application filing process.

## **II. Recruitment by Transfer.**

No officer in service shall be eligible for appointment as Civil Judge (Junior Division) by transfer unless the officer is a holder of a degree in law recognized by the Bar Council of India for the purpose of enrolment as an advocate and is an approved probationer in any one or more of the feeder categories enumerated as Sl. Nos. (i) to (viii) below. The officer shall not have completed 54 years of age as on the last date fixed for closure of application filing process.

A person who is otherwise qualified for appointment by transfer but is not holding any of the posts enumerated below at the time of application for appointment by transfer, shall be eligible for appointment if such person has held any one or more of such posts at any time for the prescribed number of years and is holding a post in a higher scale of pay in any of the offices from which appointment is to be made.

### **Feeder categories of officers for Recruitment by Transfer:**

- i. Assistant Public Prosecutor Grade I & II.
- ii. Assistant Registrars and other officers of the High Court in the same scale of pay of Assistant Registrars, Personal Assistant to the Chief Justice, Additional Personal Assistant to the Chief Justice, Section Officers, Librarian, Reference Librarian, Court Officers, Filing Scrutiny Officers, Accountant, Head Translator, Private Secretary to Judges including Higher Grade and Personal Assistant (Selection Grade) to Judge in the High Court of Kerala.
- iii. Under Secretaries, Section Officers and Librarian in the Advocate General's Office.



- iv. Section Officers and Librarian in the Law Department, Government Secretariat.
- v. Sheristadars of District Courts, Additional District Courts, Special Courts, the Office of the Motor Accidents Claims Tribunals, the Office of the State Transport Appellate Tribunal, Family Court and Wakf Tribunals and Sub Courts, Senior Superintendents of the District Courts and Additional District Courts and Selection Grade Confidential Assistants in the Subordinate Civil Courts.
- vi. Sheristadars of Chief Judicial Magistrate's Courts and Selection Grade Confidential Assistants in the Subordinate Criminal Courts.
- vii. Full time Assistant Professors of Government Law Colleges.
- viii. Principal Counsellors of the Family Courts in the State of Kerala.

#### **8. Reservation of appointment for Regular vacancies:**

- a) Rule 15 (a) of Part II of the Kerala State and Subordinate Services Rules, 1958 shall be applicable for the NCA recruitments.
- b) The rules relating to reservation of appointments contained in Part II of the Kerala State and Subordinate Services Rules, 1958 (Rules 14 to 17) shall apply to appointment by direct recruitment (Regular vacancies). Rule 5(3) of the Kerala Judicial Service Rules, 1991 shall apply to the appointment by transfer.
- c) the reservation for Persons With Benchmark Disabilities shall be 4% as provided in Section 34 of the Rights of Persons with Disabilities Act, 2016, provided that the Medical Board constituted for assessment certifies that the candidate will be able to perform the duties of a Judicial Officer with the aid of Assistive Technologies and the candidate qualifies in the selection in terms of the Kerala Judicial Service Rules, 1991 and scheme of examination framed thereunder.

#### **9. Scheme of the Preliminary Examination:**

The preliminary examination will be conducted on **18.05.2025** (tentative). It consists of one paper of objective type screening test based on the syllabus given below containing 100 multiple choice questions, each question carrying two marks. Maximum marks will be 200 and one mark will be deducted for each incorrect answer. Duration of the preliminary examination will be two and a half hours. The preliminary examination is conducted for the purpose of shortlisting the candidates and the marks obtained in the preliminary examination shall not be counted for determining the final order of merit of the candidates.

The ratio of notified vacancies to the number of successful candidates in the preliminary examination shall be 1:10. If more than one candidate obtains the same mark as that of the last candidate in the descending order of merit, all such candidates securing identical mark shall be treated as qualified for the main examination. Only those candidates who are declared by the High Court to have qualified in the preliminary examination will be eligible for admission to the main written examination provided they are otherwise found eligible for admission to the main examination. Short list of candidates selected for the main examination will be published in the Notice Board and in the recruitment portal of the High Court.



# 10. Syllabus for the Preliminary Examination:

Part - A	Code of Civil Procedure, Indian Contract Act, Negotiable Instruments Act, Transfer of Property Act, Specific Relief Act, Kerala Building (Lease and Rent Control) Act.
Part - B	Code of Criminal Procedure & Bharatiya Nagarik Suraksha Sanhita, Indian Penal Code & Bharatiya Nyaya Sanhita, Indian Evidence Act & Bharatiya Sakshya Adhiniyam
Part - C	Constitution of India, Legal G.K., Reasoning & Mental ability.

# 11. Scheme of the Main Examination:

- Written Examination:** The Kerala Judicial Service Main (Written) Examination consists of 4 papers based on the syllabus given below. Each paper carries 100 marks and the duration for each paper will be three hours. The number of candidates for viva voce shall not ordinarily exceed three times the number of notified vacancies.
- Viva-Voce:** Maximum marks for viva voce shall be 50. Only those candidates who are shortlisted as per the above scheme shall be called for viva-voce. The cut off marks in the viva-voce is fixed at 40% for general and OBC candidates and 35% for candidates belonging to Scheduled Caste/ Scheduled Tribes and Persons with Benchmark Disabilities. Fraction of half or more than half shall be regarded as full marks and less than half shall be ignored. The marks secured by candidates in the viva-voce shall be added to the total marks secured by them in the Main (written) examination.

# 12. Syllabus for the Main (Written) Examination

Papers	Subjects
Paper-I	English Grammar, General Essays (two), Translation of Malayalam Depositions/Documents to English and vice-versa, Precis writing.
Paper-II	Part-A: Indian Contract Act, Transfer of Property Act, Limitation Act, Specific Relief Act, Easements Act, Kerala Building (Lease and Rent Control) Act, Hindu Succession Act, Indian Act. Part-B: Kerala Court Fees and Suits Valuation Act, Kerala Stamp Act, Kerala State Legal Services Authorities Act, The Kerala Panchayath Raj Act -Ch. X, XI, XXIA & XXIII, Kerala Municipality Act - Ch.IX, X, XXIV & XXV, Negotiable Instruments Act (except Ch. XVII), Registration Act.
Paper-III	Part-A: Indian Penal Code & Bharatiya Nyaya Sanhita, Indian Evidence Act & Bharatiya Sakshya Adhiniyam, Abkari Act, Negotiable Instruments Act -Ch. XVII, The Protection of Women from Domestic Violence Act.



	Part-B: Juvenile Justice (Care and Protection of Children) Act, Kerala Police Act, Probation of Offenders Act, Forest Act, N.D.P.S. Act (provisions relating to bail and trial by Magistrates).
<b>Paper-IV</b>	Part-A: Code of Civil Procedure, Civil Rules of Practice, Kerala Civil Courts Act, Order in Interlocutory Application/ Framing of issues/Judgment writing (Civil) Part-B: Code of Criminal Procedure & Bharatiya Nagarik Suraksha Sanhita, Criminal Rules of Practice, Framing of charges/Order in Criminal Miscellaneous Petitions/ Judgment writing (Criminal)

**13. Scribe/ Compensatory time for candidates with disabilities:**

- 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. Only those candidates who opt the same at the time of application will be allowed to use the service of scribe.
- 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 the test in the prescribed format available in the recruitment portal (<https://hckrecruitment.keralacourts.in>). The qualification of the scribe should be one step below the minimum qualification prescribed for the post.
- Differently abled candidates, 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>).

**14. Training:** Every person selected for appointment shall undergo training for a period of not less than one year, extendable up to two years. The training will be conducted by the Kerala Judicial Academy.

**15. Probation:** Every person appointed shall be on probation for a total period of two years on duty within a continuous period of three years from the date on which the person joins duty.

**16. Tests:** Every person appointed shall, within the period of probation, pass the Account Test for Executive Officers of the Kerala State or the Account Test (Lower) unless the appointee has already passed either of those tests.

**17. Pre-examination training to Scheduled Castes/Scheduled Tribes candidates:** A pre-examination training of a short duration will be conducted by the Kerala Judicial Academy for the candidates belonging to Scheduled Caste/Scheduled Tribes who qualify for the Main (Written) Examination. Such training shall be given only if there are sufficient number of candidates in the said categories who pass the Preliminary Examination. No fee will be charged for the training. However, candidates will not be eligible for any stipend or allowance for attending the training. The expenses for boarding and lodging will not be met by the High Court.



18. Steps for One Time Registration and submission of applications:

- a. Candidates must complete "One Time Registration" using 'Register' link in the website (<https://hckrecruitment.keralacourts.in>) before applying for the post. Instructions for "One Time Registration" including guidelines for uploading photograph & signature and FAQ are given in "How to apply" link in the website. Candidates should read notification and the instructions under the "How to apply" link carefully before submitting online application and be ready with scanned images of photograph and signature, details of qualification, experience etc. Before uploading the photograph and signature, candidates should ensure that the same are in conformity with the "Guidelines for Photograph and Signature".
- b. Candidates who have already completed 'One Time Registration' shall ensure that all the entries in the profile page and related tabs are complete and up to date. They should also ensure that photograph and signature already uploaded by them are in conformity with the "Guidelines for Photograph and Signature".
- c. 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, the candidate will not be allowed to write the examination.** Detailed instructions are given in "Guidelines for Photograph and Signature", under the "How to apply" link. Specifications of the photograph and signature are as follows;

Sl. No.	Image	Height	Width
1	Photograph	200 to 250 pixels	150 to 180 pixels
2	Signature	100 to 130 pixels	150 to 180 pixels

- d. The online application form is common for the NCA Recruitment (Recruitment Nos.1/2025, 2/2025 & 3/2025) and Regular Recruitment (Recruitment No.4/2025).
- e. Candidates applying for more than one Recruitment Number shall make a single application by selecting the respective recruitments for which they want to apply. They need to pay a single application fee even if they apply against multiple recruitments. If they opt for applying 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. After entering the required details in "My Profile" page and related tabs, candidates can apply for the post from "Apply Now" 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. Changes made in 'My Profile' page or related tabs after submitting an application will not be reflected in the already submitted application.



- f. Candidates are required to submit the application fee, as shown below:

Category of Applicant	Amount of Fee
SC/ST/Unemployed Persons with Benchmark Disabilities	Nil
All Others (even if the application is common for Regular and NCA vacancies)	₹1250/-

- g. Payment of application fee, if applicable, is the last stage of the application process and in such cases, the applications without the completion of 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. **Candidates should ensure that the online payment is successful even though they have received message from their bank regarding successful payment of the amount.** Candidates can check the status of online payment using 'Verify E-Payment' button given against the corresponding application. Do not commence online payment again, in case, the amount has already been debited from your account. The payment may be in clearing and may take a few days to settle the amount. The amount may be 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 system generated chalan 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.
- h. For offline payments, chalan can be downloaded from the website and the payment can be made at any branch of State Bank of India within the time line specified in this notification. Copy of the paid chalan shall be retained by the candidate and be produced if called for.
- i. Payment of fee by Demand Draft/ Cheque/ Money Orders/ Postal Orders etc. will not be accepted. Fee once paid will neither be refunded 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.
- j. Candidates should keep a copy (soft/hard) of the application and keep it for future reference. They need not send the print out of the online application or any other documents to the High Court.
- k. Online application validation rules are designed on the basis of Notification/Rules requirement. Candidates are advised to read the Notification/Rules carefully and refer "**How to Apply**" in the Recruitment Portal. Application submitted through online form does not imply that candidate has fulfilled all the criteria given in the Notification/Rules and application is subject to subsequent scrutiny and the same is liable to be rejected if found to be not fulfilling the eligibility criteria at any point of time.



19. Candidates should ensure that the details in the system generated printout of application are that of the candidates themselves. Candidates who make alterations or attempt to appear for the examination by making alterations in the Admission Tickets downloaded will be disqualified.
20. Candidates applying for the post by Recruitment by Transfer shall obtain the service certificate issued from the Head of Office/Department, in the prescribed form (Form 'A') available in the page of 'Downloads' in the website, on or before the last date prescribed for closure of application filling process and keep it with them and produce as and when called for by the High Court.
21. 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' and they will be allowed access to the recruitment portal in order to apply for the post. After completing online application process, such candidates have to inform the same via the above mentioned email.
22. **Candidates who are in the service of the Government of India or any of the State Governments** should mention the same in the online application form and they should obtain 'No Objection Certificate'/'Service Certificate' from their Head of Office/Department.
23. A candidate shall submit only one application. An application once submitted will not be allowed to withdraw.
24. Copy of the Fee Payment chalan should be retained by the candidate and produced if called for.
25. Full and correct information shall be furnished in the online application. Furnishing of false or incorrect information or suppression of material information will disqualify the candidate at any stage of selection. Anything not specifically claimed in the application against the appropriate field will not be considered at a later stage.
26. **Admission Tickets/Call Letters for Written Test/ Viva voce:**
- Candidates should login to their profile to download the Admission Tickets/Call Letters (<https://hckrecruitment.keralacourts.in>)
  - 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 viva voce will be ready for download two weeks prior to the viva voce and the candidate will be intimated through SMS/e-mail.
  - If a candidate is unable to download his/her Admission Ticket/Call Letter, he/she should contact the High Court on '0484-2562235' during office hours. 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 tests/ viva voce.




**27. Important dates with regard to submission of application:**

Date of commencement of application filing process/ fee payment through online mode	03.02.2025
The date of closure of application filing process/ fee payment through online mode	25.02.2025
Date of commencement of remittance of application fee through offline mode	03.03.2025
The last date for remittance of application fee through offline mode	10.03.2025

**28.** For clearing doubts, candidates may call '0484-2562235', on all working days between 10.00 a.m to 04.30 p.m.

(By Order)



Nixon M. Joseph  
Registrar (District Judiciary)