THE HIGH COURT OF KERALA

Kochi -682031

IT(S1)-60042/2019 **26-09-2023**

NOTIFICATION

1. Digitisation of Court records is one of the objectives under the eCourts Project-Phase II approved by the eCommittee of the Supreme Court and the Government of India. The High Court of Kerala has initiated a project comprising of Scanning, Indexing, Storing, Archiving & Retrieval of court records in digital form in a secure manner.
2. Applications are invited from retired officers and staff of the High Court of Kerala and District Judiciary, for engaging in the Digitisation project of Court Records in the High Court, on daily wage basis, as shown in Table – 1 below.

Table - 1

Sl. No.	***Designation in the project***	***Qualification/Requirement***	***Experience/Technical***	***Wages/day*** *(as per G.O. currently in force)*
1.	***Digitisation Officer/Facilitating Officer***	*Officers retired from the categories of JR/DR/AR/FSO/SO/CO from the High Court service. Staffs retired from various clerical posts in the District Judiciary.*	*Sufficient experience and knowledge in judicial works. Basic computer knowledge is preferred.*	*Daily wage ₹1,100/-. Maximum daily wage payable in a month ₹29,700/-.*

3. Job Description:

Digitisation Officer/ Facilitating Officer

a. To coordinate with the Records room and Records Maintenance Cell, High Court to monitor and ensure that the records are properly weeded, indexed, bundled along with connected cases (if applicable), for handing over to digitisation service provider.
b. To make sure that the records are properly weeded out in accordance with the prevailing destruction rules in force.
c. To ensure correctness of the index and also to ensure that all the supporting documents are incorporated in order.

d. To coordinate and ensure to-and-fro transmission of records between Records room/Record Maintenance cell, High Court and Digitisation Centre, as part of pre-scan, scanning & post scanning works in the Digitisation project of High Court records.
e. To perform any additional works pertaining to the digitisation work, as and when required by the High Court.
f. To assist quality checking, ensure quality of digitised Court records.

4**. Nature of engagement:**

The engagement will be temporary on daily wage basis. Daily wages will be paid on monthly basis, as shown in Table – 1 or as revised by the Government from time to time or as decided by the High Court.

5. **Nature of work:** The applicants should be willing to work in accordance with the requirements of the project and within the facilities available. Those engaged in the project will have to complete the assigned target within the specified time. The persons engaged will be responsible for the correctness of the work/data related to their assignment.
6. **Age Limit:** Persons who have completed 62 years of age as on the date of publication of the notification will not be eligible to apply. At any time, persons above the age of 62 years will not be engaged for the project.

***** *In normal course, persons above the age of 62 years will not be engaged for the project. However, the High Court reserves the right to extend the tenure of any personnel engaged in the project who has requested extension and it will be based on his/her performance and output subject to the decision of the Hon'ble Committee of Computerisation, Destruction of Records & Codification, as approved by the Hon'ble the Chief Justice.*

7. **How to apply:** The filled in application as per the attached format shall be addressed to the Registrar (Computerisation)-cum-Director(IT), High Court of Kerala, Ernakulam, clearly mentioning "Application form for Digitisation project of Court Records" and "Post Applied for - Digitisation Officer/Facilitating Officer" on the cover.
8. **Submission of Applications:** Officers/Staffs can apply at any time post retirement. This notification will remain in force until the publication of a fresh notification.
9. **Mode of Selection:** Selection will be on the basis of interview. If number of candidates applying for these posts are disproportionately high, the High Court of Kerala has the authority to shortlist the candidates for interview. Canvassing any official of the High Court, will cause disqualification of the candidature.
10. Merely satisfying the eligibility does not entitle a candidate to be called for the interview. Also, if required, Document in original to prove the latest pension certificate, Identity Card issued for retired members, etc may be produced as and when called for, failing of which may entail cancellation of candidature. Verification will be done as per records available with the High Court establishment.
11. While applying for the post, the candidates should ensure that he/she fulfills the eligibility and other norms mentioned above. Applications not submitted in accordance with the eligibility and other norms mentioned in this Notification will be summarily rejected.

12. **Validity of Resource Team:** Selected candidates will be listed in a pool of resource team. The requirements that may arise during the period of digitisation project will be met from the resource team and the same will be revised periodically, as desired by the High Court. Inclusion in the resource team does not confer any right for the engagement in the project. Those included in the team should be available for engagement as and when required by the office.
13. 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 engagement, his/her service is liable to be terminated, without any notice.
14. Candidates qualified for interview will be informed via telephone. No personal communication will be sent by post.
15. In case of doubts, candidate may contact at 0484 – 2562560 (IT- Section, High Court) on all working days between 10 a.m. and 4.30 p.m.

(By Order)

Signed by Gopakumar G
Date: 26-09-2023 13:50:54

Gopakumar G
REGISTRAR(COMPUTERISATION)-
CUM-DIRECTOR(IT)

To,

All District Judges/Chief Judicial Magistrates, Kerala. (They are directed to publish copy of this Notification in the Notice Board).

The Confidential Assistants to the Registrars, High Court.

The IT Section, High Court (for publishing in the Official Website of the High Court).

Copy to

The Administrative Records Sections, High Court. The

Notice Board, High Court.

The File/Stock File.

I/29072/2023

Application Form for the post of Digitisation/Facilitating Officer

(For engagement of retired Officers and Staff of the High Court of Kerala and District Judiciary to the Digitisation project of Court Records in the High Court)

Name *(In Block Letters)*		*(Affix recent passport size photo)*
Age as on the date of publication of the notification & D.O.B.		

Pension Payment Order Number (PPO):	
Designation at the time of retirement:	
Date of Retirement:	
Service Details: *(Offices/Sections worked)*	
Experience in Judicial Works: *(Specify years)*	
Permanent Address:	
Address for communication:	
Contact Number: *(All communication will be routed to this number)*	
Contact number in case of emergency.	

I …… hereby declare that the details furnished above is true to the best of my knowledge.

Place:
Date: ***(Name &***
Signature)