11713/25

KERALA HIGH COURT ARBITRATION CENTRE

Ram Mohan Palace, High Court of Kerala, Kochi

Website: https://arbitration.keralacourts.in Email – keralahcac@gmail.com Tel: 0484-2562978

DISTRICT & SESSIONS COURT ... 2025 ... ERNAKULAM

No. KHCAC-6/2025 **28.05.2025**

NOTIFICATION No. [KHCAC – 6/2025]

Notification for empanelment as Stenographer/Confidential Assistant cum Court Clerk.

(For engagement of retired Officers and Staff of the High Court of Kerala, the Advocate General's Office, District Judiciary, Tribunals and other similar Institutions to the Kerala High Arbitration Centre (KHCAC)

1. Applications are invited from retired officers and staff of the High Court of Kerala, the Advocate General's Office, District Judiciary, Tribunals and other similar Institutions, for engaging in the Arbitral Tribunal and High Court Arbitration Centre as Stenographers/Confidential Assistants cum Court Clerks on daily wage or hourly wage basis, as shown in Table – 1 below.

Sl No.	Designation/ Requirement	Experience/judicial work	**Wages/day**
1	Stenographer/ Confidential assistant cum Court Clerk	Officers/staff/confidential assistants retired from the High Court or the Advocate General's Office or District Court or Tribunals or other similar institutions. ***Desirable**: Certificate in Computer Word Processing or equivalent.*	Half day ₹1000/-, Dailywage ₹2000/- (Engegement will be only as per the requirement of the centre.)

2. **Job Description:**

a) Accurately record and transcribe the proceedings of arbitration hearings, utilizing shorthand or transcription software as needed.

b) Maintain and organize all documents related to the arbitration case, including pleadings, evidence, and correspondence between the parties involved.

c) Ensure that all documents are well-organized and easily accessible for arbitrators and other relevant parties.

d) Assist the Arbitral Tribunal in scheduling hearings and notify all parties involved.

e) Ensure that arbitrators receive all necessary documentation and details prior to hearings.

f) Safeguard the integrity of the case by properly storing electronic records, including managing backups.

g) Facilitate communication between the arbitrators, parties, legal counsel, and witnesses, ensuring smooth exchanges and adherence to deadlines.

h) Draft letters, memos, and other documents related to the Arbitral Tribunal's activities, communicating relevant decisions or requirements to stakeholders.

i) Oversee audio-visual equipment and manage technical systems used for hearings, including video conferencing tools and recording systems.

j) Assist the arbitrators in preparing drafts of arbitral awards, ensuring that documentation is clear, legally compliant, and formatted correctly.

k) Handle day-to-day affairs of the Arbitral Tribunal, such as preparing minutes of hearings and maintaining the office environment.

l) Update the Centre on the daily proceedings and input data into the case information system.

m) Prepare an index of records and ensure all supporting documents are accurately e-filed and in order.

n) Coordinate the transmission of records between the Centre and the arbitrators, ensuring timely and accurate exchange.

o) Perform any additional tasks related to arbitration as assigned by the Centre.

3. **Nature of engagement:**

The suitable candidates will be empaneled for engagement on half day or daily wage basis as per the requirement of the Centre. The wages will be paid on monthly basis, as shown in Table – 1 or as revised by the Centre from time to time.

4. **Nature of work:** The applicants should be willing to work in accordance with the requirements of the Centre and within the facilities available. Those engaged shall have to complete the assigned work within the specified time. The persons engaged will be responsible for the correctness of the work/data related to their assignment.

5. **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 work.

- *In normal course, persons above the age of 62 years will not be engaged for the work.* However, the High Court Arbitration Centre reserves the right to extend the tenure of any personnel engaged as per this notification who has requested extension and it will be based on his/her performance and output subject to the decision of the Hon'ble Council/Board of Governors, KHCAC

6. **How to apply:** The filled in application as per the attached format shall be addressed to:

The **Director,**

Kerala High Court Arbitration Centre,

Ram Mohan Palace (Old High Court Building),

Marine Drive, Kochi, Ernakulam,

Kerala. Pin: 682031

The envelope containing the application must be clearly labelled as **"Application form for empanelment as Stenographer/Confidential Assistant cum Court Clerk".** The full and accurate address of the candidate should be prominently stated in the "From" address section on the envelope, as well as in the application form.

7. **Submission of Applications:**

Sl.No	Details	Date
1	Date of commencement of submission of application	29.05.2025 (from 10 am)
2	Date of closure of application.	27.06.2025 (upto 5 pm)
3	Display of the final list of prima-facie eligible candidates for screening/interview.	To be Notified

8. **Mode of Selection:** Selection will be on the basis of interview or other suitable screening process. If number of candidates applying for these posts are disproportionately high, the KHCAC has the authority to shortlist the candidates for interview. Canvassing any officials of the High Court or KHCAC, will cause disqualification of the candidature.

9. Merely satisfying the eligibility does not entitle a candidate to be called for the interview/screening process. 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 with the High Court establishment or the establishment concerned.

10. 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.

11. **Validity of Resource Team:** Selected candidates will be listed in a pool of resource team. The requirements that may arise will be met from the resource team and the same will be revised periodically, as desired by the KHCAC. Inclusion in the resource team does not confer any right for the engagement in the Centre. Those included in the team should be available for engagement as and when required by the office.

12. 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.

13. Candidates qualified for interview/screening process will be informed via telephone. No personal communication will be sent by post.

14. In case of doubts, candidate may contact at 0484 2562978, Email Id: keralahcacs@gmail.com on all working days between 10 a.m. and 4.30 p.m.

15. Contact numbers and email IDs for queries of the applicants:

Applicants may call the office of KHCAC on the following numbers and /or email IDs:

Address : The **Director,**
Kerala High Court Arbitration Centre,
Ram Mohan Palace (Old High Court Building),
Marine Drive, Kochi, Ernakulam,Kerala.
Pin: 682031

Contact No. : 0484 2562978

Email Id : keralahcac@gmail.com

Website : https://arbitration.keralacourts.in/

JUBIYA A Digitally signed by JUBIYA A
Date: 2025.05.28 11:47:08 +05'30'

JUBIYA. A
District Judge & Director

Application Form for empanelment as Stenographer/Confidential Assistant cum Court Clerk.

(For engagement of retired Officers and Staff of the High Court of Kerala, Advocate General's Office, District Judiciary, Tribunal and other similar Institutions to the KHCAC

Recently taken Passport Size Photo

1	Full Name [In Block letters	
2	Age as on the date of publication of *the notification & D.O.B.(attach self-attested copy of document evidencing date of birth)*	
3.	Sex	
4	Educational Qualifications *(attach a self-attached copy of Certificates)*	
5	Permanent Address [In Block letters]	
	Address for communication [In Block letters]	
6	Email ID	
7	Contact Number (All communication will be routed tothis number)	WhatsApp No :
		Contact Number:
		Land line [O/R] :

8	Pension Payment Order Number (PPO):	
9	Designation at the time of retirement:	
10	Date of Retirement:	
11	Service Details: (Offices/Sections worked)	
12	Experience in Judicial Works: (Specify years)	

I hereby declare that all the facts stated and information furnished above are true and correct. I further declare that I am qualified and eligible to apply for empanelment as Stenographer/Confidential Assistant cum court clerk and that I am ready to work as per the directions of KHCAC. I have not suppressed any material facts.

I undertake that I shall adhere to all the Rules, guidelines and the decisions of the Council and the Board of Governors of KHCAC regarding my engagement for the above work and removal from the post.

Place :

Date : **Signature of the Applicant**

FOR OFFICE USE ONLY

Date of receipt of application at the KHCAC :

Remarks of the Director :

Signature of the Director

Endt. on 83-11713/2025 dated 5/6/25 of District Court, Thalassery

Copy communicated to all Courts in this judicial district for information and necessary action. All presiding officers are directed to affix the notification on the notice board and to circulate among the employees retired from the respective Courts.

By Order

SUPERINTENDENT