Email **District Court Kasargod**

Stenographer Notification - Reg.

From : keralahcac@gmail.com Thu, Jun 05, 2025 02:27 PM

Subject : Stenographer Notification - Reg. 1 attachment

To : District Court Kozhikode <courtkkd.ker@nic.in>, District Court kollam <dckollam@kerala.gov.in>, District Court Kottayam <dcktmaj@kerala.gov.in>, District Court Kasargod <dcourtkas.ker@nic.in>, District Court, Palakkad Kerala <dcourtpkd.ker@nic.in>, Distrct Court Thrissur <dcourttsr.ker@nic.in>, District Court, Thalassery <dctly@kerala.gov.in>, District Court Alappuzha <districtcourtalp@kerala.gov.in>, DISTRICT COURT PATHANAMTHITTA <districtcourtpta@kerala.gov.in>, District Court, Thodupuzha <djidk.ker@nic.in>, District Sessions Court Manjeri <dscourtmanjeri@kerala.gov.in>, District and Sessions Court Kalpetta <dtcourtkpt@kerala.gov.in>, District Court, Ernakulam Kerala <ekmdcourt@aij.gov.in>, District Trivandrum <tvmdcourt.ker@nic.in>

DISTRICT AND SESSIONS COURT 05 JUN 2025 9/6/25

Sir/Madam,

The Kerala High Court Arbitration Centre (KHCAC) has invited applications from retired stenographers of High Court, Trial Courts, Office of the Advocate General, Tribunals, and similar institutions for empanelment as Stenographer/Confidential Assistant-cum-Court Clerk. Applications can be submitted from May 29, 2025 (10:00 AM) to June 27, 2025 (5:00 PM).

The Principal District Judges are requested to display the notification (enclosed) on District Court notice boards for wider circulation.

KHCAC - Notification 6 - Stenographer.pdf
424 KB

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

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.