KERALA STATE MEDIATION AND CONCILIATION CENTRE
Ram Mohan Palace, High Court of Kerala, Kochi
Website: https://ksmcc.keralacourts.in; Email - kmckerala@gmail.com
Tel: 04842394554, 2396717, 2562950

No. 120/2026/KSMCC **07.02.2026**

NOTIFICATION [1/2026]

This notification is limited only for the selection of lawyers as mediators. Applications in the prescribed format are invited from the eligible and qualified advocates to be selected as mediators for empanelment as Mediators of Kerala State Mediation and Conciliation Centre (KSMCC) and to be included in the roll of mediators in mediation centers of KSMCC where the vacancy exists.

The last date for submitting the application before the District Mediation Centre (DMC) concerned : 11.03.2026 (upto 5 pm).

I. Details of Vacancies

The details of vacancies of mediators in each mediation centre under KSMCC are enclosed in **Annexure-A**.

II. Qualifications:

1. The candidate for empanelment as mediator shall satisfy the following conditions, namely-

- shall be a citizen of India;
- shall be of good character;

- shall be of sound mental and physical health with no bodily infirmity which renders him unfit to perform as a mediator;
- shall be a person practicing as an Advocate in the respective court centre, where the vacancy exist and shall be in the roll of Bar Council of Kerala. The candidate shall have the experience of not less than 15 years as an advocate as on the date of this Notification;
- The candidate shall also fulfil the eligibility and other norms mentioned in this notification.

2. The candidate shall ensure that he fulfils all qualifications and other eligibility criteria specified in the notification as on the date of issuance of this notification

III. <u>Disqualifications</u> :

The following persons shall be deemed to be not eligible to apply for selection and empanelment as Mediator:

- any person who has been adjudicated as insolvent or is declared of unsound mind.
- any person against whom civil or criminal contempt or charges involving moral turpitude are framed by a Court and are pending
- any person who has been convicted by a Court for any offence involving moral turpitude.
- any person against whom any disciplinary proceedings or charges relating to moral turpitude or violation of professional ethics have been initiated by the Bar Council or appropriate disciplinary authority which are pending or have resulted in a punishment.

IV. Submission of Applications:

1. The application is to be submitted in the prescribed form as per **Annexure-B** and the declaration as per **Annexure-B1** to the District Mediation Centre (DMC) concerned along with the Certificate of practice and conduct as per **Annexure-C** from the respective Bar Association and certificate of active practice from the Judicial Officer of the Court Centre, where the Mediation Centre, against where vacancy notified and the candidate has applied for, in **Annexure-D**. The address of District Mediation Centres are enclosed as **Annexure -E**

2. The candidates shall also forward self attested copies of the following documents with their application:

   (a) Document to prove the date of Birth.
   (b) Certificate to prove the educational qualifications.
   (c) Enrollment Certificate.
   (d) Certificate of practice from the Bar Association & Judicial officer

3. The candidate shall produce the original of the documents submitted along with the application for verification at the time of final screening (interview) or as and when required by the KSMCC.

4. **The last date for submitting the application before the District Mediation Centre concerned, is 11.03.2026 (upto 5 pm). The hard copy of the application along with the copies of supporting documents as mentioned above shall be submitted to the DMCs concerned. The applications forwarded/received at KSMCC or Mediation Sub Centres will not be treated as valid application.**

V. The Selection of candidates:

1. KSMCC will conduct an interview to select suitable candidates. The assessment of a candidates' performance in the interview will be for a maximum of 100 marks against the following four components:-

    - knowledge in law (25 marks),
    - integrity and dedication (25 marks),
    - communication skills (25 marks), and
    - temperament to serve as a mediator (25 marks).

2. In centres where numerous applications are received, KSMCC may shortlist the candidates by a suitable centre-wise preliminary screening process including written test as decided by the Board of Governors. The shortlisting will be done at the ratio of 1:3 (Three applicants for one vacancy). If such preliminary screening is conducted, the short list will be prepared based on the score obtained in the preliminary screening process. The interview for final selection of candidates will be made from the above short list.

3. Qualifying in the interview for each respective component is mandatory. Candidates shall score a minimum of 10 marks in each of the four components specified above [Serial No. V(1)] to qualify in the interview.

4. The call letter for the preliminary screening or/and interview will be sent to the candidate by email or WhatsApp number furnished in the application. **No call letters will be sent by post. The list of candidates who are called for the interview/screening will be published in the notice board of DMC concerned.** KSMCC will not be responsible for loss of communications due to the wrong email IDs or WhatsApp number provided by the candidate.

5. KSMCC will give credit scores to the selected candidates after interview based on the following parameters:

(a) Candidates holding a degree or diploma in ADR mechanisms from a recognized institution will be given an additional 3 marks.

(b) Candidates over and above 15 years standing in the Bar, weightage of 01 mark shall be given for every 05 years standing in the Bar upto the maximum of 3 marks.

6. As far as practicable, equal representation of both genders (female and male) shall be ensured during the selection process. However, where a Mediation Centre requires exclusively female or male mediators, or a higher number of mediators of a particular gender based on its specific operational requirements, the Board of Governors shall have the discretion to select female or male mediators accordingly from the merit list. Candidates securing the highest marks and approved by the Board of Governors shall be selected for empanelment as mediators in the order specified above.

7. In the event of equal score the *interse* seniority in the Bar will be counted.

8. In the event of equal score and equal seniority in the bar, the seniority on the basis of age will be counted.

9. The candidates shall attend the preliminary test/interview at the designated place and time at their own expense.

10. No candidate shall apply for a vacancy in more than one centre and the candidate shall submit only one application.

11. In DMC Manjeri, only female candidates can submit applications

12. Before presenting the application, the candidates shall ensure their eligibility and qualification according to the criteria stipulated in the notification. Full and correct information shall be furnished in the 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. Incomplete applications or applications submitted not in accordance with the eligibility and other norms mentioned in this notification, will be summarily rejected. The candidate shall possess the qualification and eligibility as on the date of this notification and the qualification if any acquired thereafter will not be considered for selection.

13. If any candidate is found ineligible, disqualified or has committed malpractice at any stage of the selection process, such candidature shall be cancelled.

14. In the event of any inadvertent error in the selection process, or if any suppression of material facts or any disqualification on the part of a candidate is detected at any stage, including after the publication of the final list of selected mediators, their training, or empanelment, the KSMCC reserves the right to modify, withdraw, or cancel such selection or empanelment and to communicate its decision to the concerned candidate

15. KSMCC reserves the right to fill up any vacancy notified if the circumstances so warrant. KSMCC also reserves the right to withdraw the selection advertised or its part at any time without assigning any reason.

16. KSMCC reserves its right to modify or cancel the notification at any stage of the selection process. Decisions of the Board of Governors, KSMCC in all

matters regarding eligibility, conduct of tests/selection would be final and binding on all candidates. No representation or correspondence will be entertained in this regard.

17. KSMCC has the discretion to re-allot the selected candidates to any mediation centre under KSMCC depending upon the requirements and exigencies of service.

18. The final selection list of the candidates will be published in the website of KSMCC and will be communicated to the DMCs concerned.

19. The selected candidates shall undergo the compulsory 40 Hours training organized by KSMCC in co-ordination with MCPC. If any selected candidate fail to attend the 40 Hrs MTP scheduled by KSMCC, selection of such candidate will be cancelled and fresh notification will be issued to fill up such vacancies.

20. The Honorarium to the accredited Mediators will be paid as per the rate and norms fixed by KSMCC and MCPC subject to the approval of the State Government and disbursal/release of fund by State Government. If no fund is allotted and released by the State Government or Central Government, KSMCC shall not be liable to pay honorarium to the mediators.

21. If any notification is issued by the MCPC or Central Government or State Government regarding the qualification or selection procedure for empanelment of mediators before the completion of selection of mediators as per this notification, the Board of Governors, KSMCC shall have discretion either to drop all further proceedings under this notification or to proceed with the selection as per the norms of this notification.

22. The decision of Board of Governors of KSMCC regarding the selection process of the mediators, empanelment, and accreditation shall be final.

23. All candidates, upon being empaneled, shall adhere to the decisions of the Board of Governors regarding their empanelment, accreditation, performance, code of conduct, ethical standards for mediators, removal from the panel, and any other guidelines issued by the Board of Governors, KSMCC and MCPC related to mediation, issued from time to time.

24. Important Dates with regards to submission of application

Sl.No.	Details	Date
1	Date of commencement of submission of application	09.02.2026 (from 10 am)
2	Date of closure of application	11.03.2026 (upto 5 pm)
3	Display of the final list of prima-facie eligible candidates for screening/interview.	To be Notified

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

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

Address : Kerala State Mediation and Conciliation Centre, Ram Mohan Palace, High Court compound, Kochi -31.
Contact No. : 0484 2394554
Email Id : kmckerala@gmail.com
Web site : https://ksmcc.keralacourts.in

The hard copy of the application along with the self attested copies of supporting documents as mentioned above shall be forwarded only to the DMCs concerned and the same shall be received at the office of the DMC concerned on or before the last date and time fixed for

submission of application as per this notification. The applications forwarded/received at KSMCC or Mediation Sub Centres will not be treated as valid application.

Jubiya A

Digitally signed by Jubiya A
Date: 2026.02.07 15:44:48 +05'30'

JUBIYA. A
District Judge & Director

Annexure-A

SELECTION OF MEDIATORS - 2026

Sl. No.	District Mediation Centre	Mediation Centres	New/Addl. Mediators required	DMC Total
I	THIRUVANATHAPURAM	SMC, Neyyattinkara	5	7
		SMC, Attingal	2	
2	KOLLAM	SMC, Kottarakkara	1	11
		SMC, Punalur	8	
		SMC, Paravoor	2	
3	KOTTAYAM	SMC, Pala	5	5
4	ALAPPUZHA	SMC, Cherthala	5	5
5	ERNAKULAM	SMC, Aluva	5	5
6	THRISSUR	SMC, Irinjalakkuda	1	21
		SMC, Chavakkad	9	
		SMC, Wadakkanchery	5	
		SMC, Kunnamkulam	6	
7	MANJERI	DMC Manjeri (only from female Advocate)	1	1

Sl. No.	District Mediation Centre	Mediation Centres	New/Addl. Mediators required	DMC Total
8	PALAKKAD	SMC, Chittoor	1	6
		SMC, Alathur	2	
		SMC, Attappadi	3	
9	KOZHIKODE	SMC, Vatakara	1	19
		SMC, Koilandy	2	
		SMC, Nadapuram	5	
		SMC, Thamarassery	5	
		SMC, Payyoli	3	
		SMC, Perambra	3	
10	KALPETTA	SMC, Sulthan Bathery	1	1
11	KASARAGOD	SMC, Kasargod DMC	1	1
Total No. of New/Addl. Mediators required				**82**

Annexure-B

APPLICATION FORM FOR THE SELECTION OF MEDIATOR OF KSMCC

TO THE MEDIATION CENTRE AT .....

Passport Size Photo

1	Full Name as per records [In Block letters]	
2	Date of Birth and Age *(attach self attested copy of document evidencing date of birth)*	
3.	Sex	
4	Educational Qualifications *(attach self attested copy of Certificates)*	
5	Permanent Address [In Block letters]	
	Address for communication [In Block letters]	
6	Email ID	
7	Telephone [WhatsApp number and Land line with STD code]	WhatsApp No : L/L [O/R] :
8	Date and year of enrolment. Specify Enrolment Number and Name of the Bar Council	
9	**Details of practice:** (a) Date and year of commencement of practice as an advocate; (b) Total number of years of practice; (c) Specific details of any break in practice, if applicable.	

10	Place[s] of and areas of practice (Civil, criminal or any other specific area)	
11	Do you have any criminal case registered against you at any police station, or any case is/was pending against you in any criminal court? [Use separate sheet, if required] If yes, please provide full details for each case: • Crime Number • Name of the Police Station & its Address • Case Number • Name of Court (if pending or disposed of) • Offences Involved • Case Status • Final Verdict (if disposed of)	
12	Have any disciplinary proceedings or charges related to moral turpitude been initiated against you by Bar Council or any appropriate disciplinary authority, which are either pending or have been disposed of? [Use separate sheet, if required] **If yes**, please provide full details of each case: • Name of Disciplinary Authority • Nature of Charges / Allegations • Status of Proceedings • Outcome / Punishment (if disposed of)	
13	Have you attended court annexed mediation as a lawyer ? If so in how many cases and your experience ? [Use separate sheet, if required]	
14	Why do you wish to be trained as a mediator ? [Use separate sheet, if required]	
15	Details of training/seminar/workshop/awareness programme, if any, attended on mediation.	

16	Any other matters relevant to your selection as a mediator, if any.	

I hereby declare that all the facts stated and information furnished above are true and correct to the best of my knowledge and belief.

Place :

Date : **Signature of the Applicant**

FOR OFFICE USE ONLY

Date of receipt of application at the District Mediation Centre :

Remarks of the District Judge :

Signature of the District Judge

Annexure-B 1

Declaration of the Applicant.

I hereby declare that no enquiry or disciplinary proceedings or charges relating to moral turpitude have been initiated against me by the Bar Council or any other appropriate disciplinary authority or are pending against me, and that no such proceedings have resulted in the imposition of any punishment upon me.

I hereby further declare that no criminal charges involving moral turpitude have been framed or are pending against me before any Criminal Court, and that I have not been convicted by any Criminal Court for any offence involving moral turpitude.

I hereby declare that all the facts stated and information furnished in the application form are true and correct to the best of my knowledge and belief. I further declare that I do not suffer from any of the disqualifications mentioned in the notification and that I am duly qualified and eligible to apply for selection and empanelment as a mediator in accordance with the qualifications and eligibility criteria prescribed therein. I also declare that I have not suppressed any material facts relevant to my selection as a mediator.

I undertake that I shall adhere to all the guidelines and the decisions of the MCPC and KSMCC regarding the empanelment, accreditation, performance, code of conduct, ethical standards for mediators, removal from the panel.

Place :

Date : **Signature of the Applicant**

Annexure-C

(Format of Certificate to be obtained from the Bar Association concerned on its official letterhead and to be enclosed along with the application. If the applicant has practiced in different centres during different periods, the candidate shall obtain and submit a separate certificate from each such centre, in the prescribed format.)

Certificate of Practice

This is to certify that Sri./Smt. ..... (Name and Full Address with Enrolment No.) ....., and he/she has been actively practising as an advocate from ..... to ..... in ..... Courts at ..... . His/her character and conduct is .....

Place :

Date :

Signature

Name

Designation (President/Secretary)

Annexure-D

(Format of Certificate to be obtained from the Judicial Officer of the Centre where the candidate is practicing, and of the Mediation Centre against whose vacancy the candidate has applied)

Certificate of Practice

This is to certify that Sri./Smt. ..... (Name and Full Address with Enrolment No.) ....., has been actively practising as an advocate from ..... to ..... in ..... Courts at ..... . His/her character and conduct is .....

Place :

Date : Signature

Name of the Judicial Officer:

Designation of the officer and Seal of the Court