



THE HIGH COURT OF KERALA

Website: www.hckrecruitment.keralacourts.in

Ernakulam -682031

Email: ecc.kerala@nic.in

Phone: 0484-2562575

HCKL/1589/2024-ECC4- HC KERALA

Date: 18-10-2024

NOTIFICATION

Applications are invited from qualified Indian citizens for appointment to the post of Technical person for e-Sewa Kendra in the District Judiciary on contract basis. Candidates shall apply online through the recruitment portal (www.hckrecruitment.keralacourts.in) of the High Court. No other means/modes of application will be accepted.

1. Name of the post, Consolidated pay and Number of Vacancies :

Recruitment No.	ECC-1 /2024
Name of the Post	Technical person for e-Sewa Kendra
No. of Vacancies	159 Nos.
Remuneration	₹ 15,000/- per month (consolidated)

2. District Wise Vacancies :

Sl.No.	District	Number of Vacancies
1	Thiruvananthapuram	11
2	Kollam	19
3	Pathanamthitta	9
4	Alappuzha	12

5	Kottayam	13
6	Idukki	10
7	Ernakulam	20
8	Thrissur	11
9	Palakkad	12
10	Malappuram	12
11	Kozhikode	11
12	Wayanad	5
13	Kannur	10
14	Kasaragod	4
TOTAL		159

3. Qualification and Experience :

Minimum Qualification : 3-year diploma in any subject awarded by an institution recognised by the State Government OR Degree in any subject, recognised by any University in the State.

Experience:

I. Essential : Minimum of 1 year experience in handling IT Help Desk OR IT Call Centre services OR Court e-Sewa Kendra OR Kerala Government approved Akshaya Kendra OR Central Government approved CSC Kendra.

II. Desirable : Experience as 'Para Legal Volunteer' in the scheme of Kerala Legal Services Authority

OR

Experience in providing e-Filing assistance in any of the Courts in Kerala.

4. Nature of appointment : The appointment will be on contract basis. The contract will be initially till the expiry of the Financial Year in which the appointment is made. The contract may be extended further based on the performance of the candidates & requirement of the High Court, subject to sanction by the e-Committee, Supreme Court of India/up to the

expiry of the e-Court Project Phase-III. The proposed timeframe for the eCourts Project Phase-III is four years (2023 onwards).

5. Validity of Rank list : The rank list prepared pursuant to this notification shall remain in force for a minimum period of one year from the date of publication and shall continue to remain in force until the publication of a fresh list or till the expiry of three years, whichever is earlier. Vacancies that may arise during the period of validity of the rank list shall also be filled up from the list.

6. Nature of work : The nature of works are data entry, handling e-filing and ICT equipments and upkeeping of the basic functioning of eSKS in the District Judiciary.

7. Age limit : Candidates should be born on or after 02.01.1983

8. Mode of Selection : (1) Selection to the post shall be based on Interview.

If the number of eligible applicants are found to be disproportionately high against the number of vacancies, the High Court reserves the right to shortlist the number of candidates to the Interview using any reasonable criteria. The High Court also reserves the right to modify the mode of selection mentioned above at any stage.

Note : The Interview will be conducted in the premises of the Principal District Court of the District concerned or any other place as may be decided by the Court. Request for change of venue will not be entertained under any circumstances.

9. Place of Posting : The selected candidates will be posted in any of the e-Sewa kendras in the District to which the candidate applied for. He/She will be posted to any e-Sewa Kendra in the District. Candidates may be required to attend another eSewa Kendra in addition to his/her allotted eSewa Kendra, if required, but they are not eligible to claim any TA/DA.

Note : Request for inter district transfer to other will not be entertained/considered, unless on exceptional grounds.

10. Fees : There shall be no application fees.

11. One Time Registration and submission of applications:

a) Candidates must complete 'One Time Registration' using 'One Time Registration Login' link in the website '<https://hckrecruitment.keralacourts.in>' before applying for the post. The steps for 'One Time Registration' are given in 'How to apply' link in the website. Candidates shall read the notification and 'How to apply' carefully before submitting online application and be ready with scanned images of photograph and signature, details of qualification, etc. While uploading the photograph, the face and shoulder should be clearly visible with the face being centrally focused and the background of the photograph should be white/light coloured. (For details please read "Guidelines for Photograph and Signature" in the "How to apply" link given in the website.)

b) After entering the required details in 'My Profile', the candidates can apply for the post from 'Apply Now' in '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

c) Candidates should take printout of Application and keep it for future reference. **They should not send the printout of the online application or any other documents to the High Court.**

12. Admission Tickets/Call Letters for Test/ Interview:

- i) The candidates should login to their profile to download the Call Letter for the Interview.
- ii) The Call Letters for Interview will be ready for download two weeks prior to the Interview and the candidate will be intimated through SMS/e-mail.
- iii) If a candidate is unable to download his call Letter, he/she should contact the High Court at 0484-2562575. In case no communication is received in the office of the High Court from the candidate regarding non-receipt of his/her Call Letter at least one week before the Interview, as the case may be, he/she will be solely responsible for non-receipt of his Call Letter. The 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 Interview.
- iv) The candidates should note that their admission to the Interview will be purely provisional based on the information given by them in the Online Application form. This will be subject to the verification of all the eligibility conditions by the High Court.

13. Before filling the online applications, the applicants shall ensure themselves that they fulfill all the required qualifications and are not disqualified for appointment. The candidates shall apply to one District only. Candidature of the applicant who applies to more than one District, is liable to be cancelled.

14. Intimation for Test/Interview: The schedule for the interview will be made available on the High Court website/Recruitment portal. All intimations with regard to the recruitment will be sent through the e-mail ID/mobile number provided by the candidate in the online application form. For this, candidates are advised to keep the e-mail ID/mobile number active during the recruitment process. No request for change of e-mail ID/Mobile Number provided will be entertained. No intimation will be sent through any other mode.

15. Candidates should ensure that the particulars furnished by him/her are correct in all respects. 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 appointment, his/her service is liable to be terminated.

16. The person appointed on contract basis will have no claim for regularization under any circumstances. Further, the selected candidates will have to execute an agreement with the High Court/District Court concerned fixing and regulating conditions of service.

17. Candidates possessing degrees which are not awarded by the Universities in Kerala should obtain certificate of recognition of their degrees from any of the Universities in Kerala and produce the same as and when called for.

18. While applying for the post, the candidates should ensure that he/she fulfills the eligibility criteria.

19. Important Dates to be remembered with regard to the submission of application:

Date of commencement of filing of online application	21.10.2024
Last date for submitting online applications	10.11.2024

20. Merely satisfying the eligibility criteria do not entitle a candidate to be called for the test / interview.

21. The High Court reserves the right to cancel, modify or alter any terms and conditions of this notification at any stage. All other matters which are not specifically provided in this notification shall be as decided by the High Court.

22. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till last date to avoid the possibility of inability/failure to login to the Recruitment portal.

23. In case of doubt, candidates may contact at 0484-2562575 (e-Court Cell, High Court of Kerala) on all working days between 10 a.m. and 4.30 p.m.

(By Order)

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