



THE HIGH COURT OF KERALA

Ernakulam-682031
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Date: 30.01.2019

No: REC1-83003/2018

NOTIFICATION

Online applications are invited from qualified Indian Citizens for temporary appointment as Research Assistant in the High Court of Kerala. Appointment will be for a period of two years only. Candidates shall apply online through the recruitment portal of the High Court (<http://hckrecruitment.nic.in/>). No other means / modes of application will be accepted.

1. **Recruitment Number** : 2/2019
2. **Honorarium** : ₹12000/- (Likely to be enhanced)
3. **Number of vacancies** : 21
4. **Qualification** : Graduation in Law. Final year/semester law students are also eligible to apply . Applications of final year/semester law students will be considered only on production of the final year mark list within 45 days from the last date of closure of Step II process.
5. **Mode of Selection** : Selection will be on the basis of the viva voce examination.
6. **Age** : Candidates born between 26.02.1991 and 25.02.1997 (both days inclusive) are eligible to apply for this post.

7. **How to Apply :**

- (a) Eligible candidates are required to apply only 'ONLINE' through the Recruitment Portal www.hckrecruitment.nic.in. The online application process has two parts – Step I and Step-II. 'Step-I/New Applicant' is the first part of the registration of the applications.' 'Step-II/ Registered Applicant' is the second part of the process for those applicants who completes Step-I. **A candidate's online application is complete only if he/she completes both the steps which includes the submission of applications by clicking the 'FINAL SUBMISSION' option available in Step-II process.**
- (b) To start the process, the candidates should click the link 'Step-I/New Applicant'. This will take the candidate to the next page where the options of 'Posts' are displayed. The

candidates can access the **RECRUITMENT OF RESEARCH ASSISTANT main page** (hereafter called the main page) by clicking the option 'Research Assistant (Temporary) available there. Before proceeding further, **the candidate should read How to Apply, Guidelines for Photo & Signature, FAQ and Sample Application Form provided in the main page.** He/She should also be ready with his/her scanned Photograph & Signature (in a pen drive or CD) and the details to be filled in the online application.

- (c) In Step-I (Registration for New Applicants), the candidate has to fill in basic information about him/her. The information provided during Step-I (New Applicants) process is of permanent nature and cannot be modified.
- (d) In Step-II (For Registered Applicant), the candidate has to upload his/her scanned photograph and signature and detailed information about him/her. The details furnished by the candidates during Step-II process can be modified till the **Final Submission** of online applications. However, the **photograph and signature once uploaded cannot be changed.**
- (e) Candidates are advised to have a valid Mobile Number/Valid personal e-mail ID. It should be kept active for the duration of the recruitment. No request for change of Mobile Number/e-mail ID will be entertained. High Court will send various intimations relating to the recruitment as SMS/e-mail to this Mobile Number/e-mail ID.
- (f) In case a candidate does not have a valid personal e-mail ID, he/she may create his/her new e-mail ID before applying online.
- (g) If the candidate does not mention his/her Mobile Number/e-mail ID, no intimation relating to the recruitment will be sent to the candidates. Such candidates will have to visit the Recruitment Portal frequently for getting information about the recruitment.
- (h) Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given in the link "**Guidelines for Photograph & Signature**" available on the main page. For photograph, the size of the file should be between 20 and 40 KB and for signature, it should be between 10 and 20 KB. Candidates should take care to upload good quality photographs. Otherwise it would be difficult to identify the candidate from the photograph in the application.
- (i) Candidate should also keep the particulars of educational qualifications, enrolment details, experience details and other personal details ready before applying as these details are required to be entered in the online Application Form. The detailed requirement are given in the links "**Sample Application Form**" available in the main page.
- (j) Utmost care should be taken by the applicant while filling in information in the Online Application Form.
- (k) Towards the end of Step-I process, the candidate will be asked to generate a **Key Number**. The Key Number should be eight digit long and it should contain at least one upper case letter (A,B, C....) one lower case letter (a,b,c,...), one digit (1,2,3,...) and one of the special character (!@#\$%^*~+{};< >). The candidate is advised to note down the Key Number and to keep it securely till the selection process is over since it is required to be entered each time he/she log into the system. Under no circumstances, he/she should share/mention Key Number with/to any other person.
- (l) On completion of Step-I (New Registration), the candidate will be assigned an **Application Number** which will be displayed on the screen and intimated to the

candidates through SMS/e-mail.

- (m) To continue the application process, the candidate has to log in to the system by clicking on the link "Step-II/Registered Applicant". For this the Application Number and Key Number of the candidate are required. Then the candidate will have access to the profile of the candidate.
- (n) In the **profile** of the candidate, the links – Upload Photograph and Signature, Application, LL.B Marks, Final Submission and Print Application are available to the candidate. Only after completion of uploading of photograph and signature, can the candidate proceed with the other links in Step-II.
- (o) After satisfying that the information furnished are correct and complete, the candidate must finally submit the Application by clicking the link "**Final Submission**" and furnishing the details required therein. The process of online application will be complete only on Final Submission of application as stated above. Once an online application is finally submitted, no further change can be made in Step-II. Therefore, the candidates are instructed to ensure the accuracy and correctness of details furnished before clicking the '**Final Submission**' button.
- (p) The candidates can take printout of Application and keep it for future reference. They need not send the print out of the online application to the High Court.
- (q) The candidates are advised to keep the Application Number and Key Number securely as both are required each time they log into the system.

8. An application once filed will not be allowed to be withdrawn.

9. Applications which do not comply with the instructions in this notification as well as guidelines shall be rejected.

10. A candidate shall submit only one application.

11. Documents in original to prove age, qualification etc. should be produced as and when called for

12. Candidate should ensure that the particulars furnished by him/her are correct in all respect. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is detected even after appointment, his/her service is liable to be terminated. Anything not specifically claimed in the application against the appropriate field will not be considered at a later stage.

13. **Call letter for Viva-voce** : Call Letters for viva-voce will not be sent by post. The eligible candidates should download the Call Letters from the Recruitment Portal www.hckrecruitment.nic.in. The Call Letters will be ready for download two weeks prior to the date of the viva-voce and the matter will be informed through press release and through SMS/e-mail. The eligible candidates are also advised to visit the Recruitment Portal of the High Court at least once in a week to know about the schedule of the viva-voce.

14. **Important Guidelines** :

(a) Only 60 candidates with the highest percentage of marks in the LL.B examination will be called for viva-voce. So the candidates should take utmost care while filling percentage of their marks in LLB examination in the "Qualification" part of STEP – II process. If the percentage portion as such is left unfilled, candidature of such candidates will stand cancelled.

(b) There will be a weightage of 5% each will be given for Doctorate in Law and Post

Graduation in Law.

- (c) Final year/semester law students have to fill their percentage of marks in LLB examination of the previous years/semesters in the "Qualification" part of STEP – II process and to submit the self attested copies of their LLB marklists by post or by hand within 45 days from the date of closure of STEP - I and STEP – II process. The envelope containing the marklists shall be superscribed "Research Assistant(Temporary) – Application No..... -Copy of marklists" and sent to "The Registrar General, High Court of Kerala, Ernakulam, Kochi – 682 031."
- (d) Except in the case mentioned above, no other candidate need to send the print out of the online application or any other documents to the High Court.
- (e) The select list prepared will be kept valid for a period of two years. But name of a candidate who attains 28 years of age shall be deleted from the list as and when he/she attains that age.
- (f) 'Code of Conduct' and 'Duties and functions' of Research Assistants are available in the link 'Updates' in the Recruitment Portal www.hckrecruitment.nic.in.

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

Date of commencement of Step - I and Step - II Process	31.01.2019
Date of Closure of Step – II Process	25.02.2019

16. For removal of doubts, candidate may call 0484-2562235 on all working days between 10.00 AM and 04.30 PM

(By Order)

Sabu.K.Varghese
Registrar (Recruitment & Computerisation)