



THE HIGH COURT OF KERALA

Website: <https://hckrecruitment.keralacourts.in>

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HCKL/9087/2025-REC1-HC KERALA

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Date: 10.11.2025

NOTIFICATION

Applications are invited from qualified Indian Citizens for appointment (on contract basis) to the following posts in the High Court of Kerala. Candidate shall apply online through the Recruitment Portal (<https://hckrecruitment.keralacourts.in>). No other means/modes of application will be accepted.

1. Details of Posts

Sl no	Rec No	Name of Post	No of Vacancies	Remuneration
1	17/2025	Technical Assistant	16	₹30,000/- per Month
2	18/2025	Data Entry Operator	12	₹22,240/- per Month

2. Age Limit :

Candidates born between 02/01/1989 and 01/01/2007 (both days inclusive) are eligible to apply for the posts.

3. Qualifications:

(i) Technical Assistant:-

(a) Educational:- 3 years Diploma in Electronics / IT / Computer Science / Computer Hardware Engineering (full-time regular course) or above, from an institution recognized and approved by the Government of Kerala.

(All qualifications should be in first class / equivalent grade)

(b) **Experience:-** One year of working experience in Government Departments / Courts / PSUs in the capacity of I.T technical support as full-time on-site tech support or similar role providing in-person hardware / software / networking support and technical troubleshooting.

(c) **Desirable:-** 6 months experience as Technical Support in any courts as part of e-courts project or any such projects relating to e-initiatives in Judiciary.

Note:- Those who claim equivalent qualification/ Higher Qualification which presuppose the acquisition of lower qualification prescribed for the post, shall produce the respective Government Order issued on or before the date fixed for closure of filing of online application, to prove the claim as and when called for.

All the qualifications must have acquired on or before the date of closure of filing of online application.

(ii) Data Entry Operator

(a) **Educational:-** 3 year Diploma in Computer Science / Computer Hardware / Electronics

OR

Any degree (full-time regular course) and certificate in Computer word processing / Data Entry operation / equivalent from a reputed Institution.

(All qualifications should be in first class / equivalent grade)

(b) **Experience:-** One year of working experience in Government Departments / Courts / PSUs in the field of word processing / data entry operation / managing e- Sewa kendra / handling the ICT equipment.

(c) **Desirable:** 6 months experience in any Court as part of e-courts project or any such projects in word processing / data entry operation / handling the ICT equipment / managing e-Sewa kendra.

Note:- Those who claim equivalent qualification/ Higher Qualification which presuppose the acquisition of lower qualification prescribed for the post, shall produce the respective Government Order issued on or before the date fixed for closure of filing of online application, to prove the claim as and when called for.

All the qualifications must have acquired on or before the date of closure of filing of online application.

4. **Tenure of Initial Appointment:-** Till 31.03.2026 (may be extended on the basis of Government sanction for continuance of the posts and on the basis of performance)
5. **Mode of Selection:** Selection to both the posts (Rec nos.17/2025 & 18/2025) will be done separately on the basis of Skill test and/ or interview. However, if the number of applicants are high for any or both the posts, a Written test would be conducted to short list the candidates for Skill test and/ or interview. The ranked list will be prepared on the basis of the marks obtained by the candidate in the skill test and/ or interview.
6. The ranked list prepared pursuant to this notification shall remain in force for a minimum period of one year from the date on which it is brought into force and shall continue to remain in force until the publication of a fresh ranked list or till the expiry of two year, whichever is earlier.
7. **Application Fee:** ₹600/- (Rupees Six hundred only) for each post. For payment of fee, candidates should either use system generated Fee Payment Challan or pay online through Debit Card/ Credit Card/Net Banking by following instructions on the screen. Bank Transaction charges for Payment of application fee, if applicable, will have to be borne by the candidate.
8. **Scribe/ Compensatory time for Differently abled candidates in written test**
- (i) Differently abled candidates whose writing speed is affected can avail the services of a scribe. Such candidates should indicate their intention to avail the service of scribe in their online application form. Only those candidates who opt for scribe in the online application form will be allowed to use the service of scribe.
 - (ii) The use of scribe will be governed by the guidelines prescribed by the High Court and candidates will have to produce a medical certificate and declaration at the time of test in the prescribed format available in the recruitment portal, (<https://hckrecruitment.keralacourts.in>). The qualification of the scribe shall be atleast one step below the minimum qualification prescribed for the post applied for by the candidate.
 - (iii) Differently abled candidates whether availing the facility of scribe or not, will be allowed compensatory time of 20 minutes and/or part thereof for every hour of the examination on production of Medical Certificate to the effect that the candidate has physical limitation to write. The format of medical certificate is given in the 'Downloads' section in the recruitment portal of the High Court. (<https://hckrecruitment.keralacourts.in>)

9. Eventhough, the normal location of the job is the High Court of Kerala, the Technical Assistants and Data Entry Operators must be willing to attend temporarily assigned duties within and outside the premises of the High Court, including Kerala Judicial Academy and such other locations indicated by the High Court as part of any events held by the High Court or as part of the implementation of various projects.
10. 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 keep it with them. The certificate of recognition of the degree should be produced as and when called for, failure of which will entail cancellation of candidature.
11. Candidates who wish to apply from abroad have to forward an e mail detailing their location with public IP address to the email id 'recruitment.hckerala@nic.in' and they will be allowed access to the recruitment portal in order to apply for the post. Such candidates also have to inform via email after completing online application process.
12. Documents in original to prove age, qualifications, experience etc. should be produced as and when called for, failure of which will entail cancellation of candidature.
13. 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 suppression of material facts or furnishing of any incorrect/false information is detected even after appointment, his/her service is liable to be terminated.
14. Applications not submitted in accordance with the eligibility and other norms mentioned in this Notification as well as the instructions published in the Recruitment Portal of the High Court will be summarily rejected.
15. Canvassing in any form will entail cancellation of candidature.
16. **The candidates who misbehave or commit any malpractice during the written test / Skill Test/ interview are liable to be disqualified / debarred by the High Court and/or from applying for any post in the High Court either permanently or for any period as decided by the High Court.**

17. High Court reserves its right to modify or cancel the notification at any stage of the selection process. Decisions of the High Court in all matters regarding eligibility, conduct of written examinations/ other tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the High Court in this regard. In the event of cancellation of notification, the remitted fee will be returned to the designated bank account.

18. **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.
- 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) Payment of application fee is the last stage of application process and in such cases, **the applications without completion of application fee payment process will be incomplete and will not be considered for selection process.** Online and Offline payment methods are available for payment of application fee. For online payment, candidates shall follow the steps detailed for the same in 'How to Apply' link and ensure that the online payment is successful even though they have received message from the bank regarding successful payment of the amount. For Offline payments, challan can be downloaded from the website and the timeline for offline payments shall be as given in the notification. Copy of the paid challan shall be retained by the candidate and be produced if called for.
- d) Payment of fee by Demand Draft/Cheque/Money Orders/Postal Orders etc. will not be accepted. Fee once paid will not be refunded on any account nor can it be held in reserve for any other examination except for the condition mentioned in clause no.18. Candidates are instructed to refer to the Terms & Conditions and policies with respect to payment, available in the payment page of the website.

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

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

- (i) Candidates should login to their profile to download the Admission Tickets/Call Letters (<https://hckrecruitment.keralacourts.in>).
- (ii) The Admission Tickets for written test and Skill test will be ready for download three weeks prior to the date of the test and the Call Letters for Interview will be ready for download two weeks prior to the Interview and candidates will be intimated through SMS/e-mail. **The candidate who attempts to appear / appeared with an edited/modified format of admission ticket other than the one originally available for download will be disqualified from the selection process and may be debarred either permanently or for such period as decided by the High Court.**
- (iii) If a candidate is unable to download his/her Admission Ticket/Call Letter, he/she should contact the High Court at 0484-2562235. In case no communication is received in the office of the High Court from candidates regarding non-receipt of his/her Admission Ticket/Call Letter at least one week before the Test/Interview, as the case may be, he/she himself/herself will be solely responsible for non-receipt of his/her Admission Ticket/Call Letter. 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 the test/ Interview. Candidates should note that their admission to the test/ Interview will be purely provisional based on the information given by them in the Online Application Form. This will be subject to verification of all the eligibility conditions by the High Court.
- (iv) The mere fact that Admission Ticket/Call Letter has been issued to a candidate does not imply that his/her candidature has been finally cleared by the High Court or that entries made by candidates in his/her application for the post have been accepted by the High Court as true and correct. The High Court takes up the verification of eligibility conditions of a candidate, with reference to original documents, at the time of certificate verification.

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

Date of commencement of filing of online application and remittance of application fee through online mode	17.11.2025
Date of closure of filing of online application and remittance of application fee through online mode.	16.12.2025
Date of commencement of remittance of application fee through offline mode.	18.12.2025
Last date for remittance of application fee through offline mode.	24.12.2025

21. 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 of High Court.
22. In case of doubts, candidate may contact at 0484 -2562235 (Recruitment & Examination Cell, High Court) on all working days between 10 a.m. and 4.30 p.m.

(By Order)



P. Devendrakumar

 Registrar (Recruitment)