

## THE HIGH COURT OF KERALA

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ECC1-74207/2016/REC1

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Dated: 28/07/2017

### NOTIFICATION

Online applications are invited from qualified Indian citizens for appointment on contract basis to the following posts in the Technical Manpower Team for Central Project Coordinator for the e-Court Project in the High Court of Kerala. Candidates shall apply online through the recruitment portal ([www.hckrecruitment.nic.in](http://www.hckrecruitment.nic.in)) of the High Court. No other means/modes of application will be accepted.

Sl. No	Recruitment No.	Name of Post	No. of Vacancies	Remuneration per month	Minimum Qualifications	Experience
1	7/2017	Developer	5	₹25,209/- (Consolidated)	BE/B.Tech/M.Sc/ MCA with Specialization in Computer Science/ Electronics/ IT	Knowledge of Software development in PHP+ Postgresql/ MySQL environment
2	8/2017	Sr. Technical Officer	1	₹30,800/- (Consolidated)	BE/B.Tech/M.Sc with Specialization in Computer Science/ Electronics/ IT	3 years experience in Server Administration/ LAN/DBA/ Technical Troubleshooting & Support in Hardware
3	9/2017	Sr. Officer/ Technical Assistant	2	₹19,800/- (Consolidated)	BE/B.Tech/M.Sc with Specialization in Computer Science/ Electronics/ IT	Knowledge in Server Administration/ LAN/DBA/ Technical Troubleshooting & Support in Hardware
4	10/2017	Sr. Developer	2	₹35,291/- (Consolidated)	BE/B.Tech/M.Sc/ MCA with Specialization in Computer Science/ Electronics/ IT	3 years experience in Software development in PHP + Postgresql/ MySQL environment

- Age** : Candidates should be born on or after 02/01/1982.
- Mode of Selection** : Selection is based on Screening / Shortlisting of the Applications by an expert team, Analytical/Technical Test (if found necessary) and Interview.
- Merely satisfying the eligibility criteria do not entitle a candidate to be called for the test/interview.

5. **The appointment will be on contract basis, initially for a period of one year which can be extended upto 3 years. The appointment will be on temporary basis and the candidate will not be entitled to any preferential claim to future appointment.**
6. The ranked list prepared pursuant to this notification shall remain in force during the e-Courts Project Phase -II- period. Vacancies that may arise during the period of validity of the ranked list shall also be filled up from the list.
7. The candidate should ensure that the particulars furnished by him/her are correct in all respects. 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.
8. **Call Letters for the Test/Interview :** Call letters for the test/interview will not be sent by post. The candidates should download the Call Letters for the for the test/interview from the Recruitment Portal ([www.hckrecruitment.nic.in](http://www.hckrecruitment.nic.in)). The availability of Call Letters will be informed through SMS/e-mail.
9. **How to apply:**
  1. Candidates who fulfil the requisite criteria can submit their online application forms through the home page of the recruitment portal ([www.hckrecruitment.nic.in](http://www.hckrecruitment.nic.in)) of the High Court, by following the steps indicated below :
  2. The online application process has two Steps: **Step-I and Step-II**. A candidate's online application is complete only if he/she completes both the Steps and clicks the link **Final Submission** in Step-II.

**3. Important dates:**

Date of commencement of Step-I and Step-II Process	07/08/2017
Date of closure of Step-II Process & Final Submission	22/08/2017

4. To start the process, the candidates should click the link 'STEP-I / New Applicant' below the head 'Apply Online' seen on the right side of the web page. This will take the candidate to the next page where the option of 'POSTS' are displayed. The candidates can access various posts by clicking the option available there. Before proceeding further, the candidate should read the detailed notification in the home page and How to Apply, Guidelines for Photo & Signature, FAQ and Sample Application Form provided there. 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.
5. In Step-I/New Applicant, the candidate has to fill in basic information about him/her. The information provided at the time of Step-I/New Applicant process is of permanent nature and cannot be modified.

6. In Step-II/Registered Applicant , the candidate has to upload his/her scanned photograph and signature and fill in the detailed information about him/her. The details furnished by the candidates in Step II can be modified till the clicking of the link **Final Submission**. *However, the photograph and signature once uploaded cannot be changed.*
7. 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. If the candidate does not mention his/her Mobile Number/e-mail ID, the candidate will have to visit the recruitment portal of the High Court(www.hckrecruitment.nic.in) frequently for getting information about the recruitment.
8. Before applying online, the candidate should be ready with a scanned (digital) image of his/her photograph and signature as per the specifications given in the link **“Guidelines for photograph & Signature”** available in the main page. For photograph, the size of the file should be between 20 and 40 KB with dimensions of 200 pixels height and 150 pixels width and for signature, it should be between 10 and 20 KB with dimensions of 100 pixels height and 150 pixels width. Candidates should take care to upload good quality photographs. Otherwise it would be difficult to identify the candidate from the photograph in the application.
9. The details to be entered by the candidate are given in the links **“Sample Application Format”** in the main page. The candidate should keep these information ready to be entered in the online Application Form.
10. 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 (0,1,2,3,...) and one 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 in to the system. Under no circumstances, he/she should share/mention Key Number with/to any other person.
11. 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.
12. In the **Home Page** of the candidate the links – Upload Photograph and Signature, Application, Final Submission, Print Application,... etc. are available to the candidate. Only after completion of uploading of photograph and signature, can the candidate proceed to fill other links available there.
13. 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 and click the "Proceed" button**. 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 the Step-II. Therefore, the candidates are instructed to ensure the accuracy and correctness of details furnished before clicking the 'Final Submission' button.

14. **The candidates need not send the printout of the online application or copies of any documents to the High Court.** But, they are advised to take printout of the application and keep it for future reference.
15. Candidates should produce at the time of interview the original documents in support of their qualifications and experience claimed in the online application.
16. The candidates are advised to keep the Application Number and Key Number securely as both are required each time they log in to the system.
17. **Candidates applying for more than 1 (one) post should submit separate application for each post.**
18. Online application validation rules are designed based on the Notification/Rules requirement. Application submitted through online form does not imply that candidate has fulfilled all the criteria given in the Notification/Rules and application is subject to subsequent scrutiny and the application can be rejected if found to be not fulfilling the eligibility criteria at any point of time.
19. The High Court reserves the right to cancel, modify or alter any terms and conditions of the notification at any stage. All other matters which are not specifically provided in this notification shall be as decided by the High Court.
20. In case of doubts, candidates may call 0484 – 2562235 (Recruitment & Examination Cell, High Court), on all working days between 10 a.m. and 4.30 p.m.

(By Order)

Venu Karunakaran  
Registrar(Recruitment&Computerisation)