



THE HIGH COURT OF KERALA

IT(S1)-60042/2019

Kochi- 682031
26-09-2023

NOTICE

1. The High Court of Kerala has initiated a Digitization Project comprising of Scanning, Indexing, Storing, Archiving & Retrieval of Court Records in digital form in a secure manner.
2. It is proposed to fill up the vacancies in the categories of Computer Assistant and Office Attendant, in the project, on daily wage basis @ ₹780/- per day (maximum daily wages payable in a month is ₹21,060/-) and ₹675/- per day (maximum daily wages payable in a month is ₹18,225/-) respectively, through direct recruitment method.
3. The qualifications for the posts are as follows;

I. Computer Assistant *

1. Plus Two or equivalent.
2. Desirable: Certificate in Computer word processing or equivalent and experience in Spreadsheet applications.

Job Profile:

- To assist activities pertaining to pre-scan, scanning & post scanning works in the Digitisation project of High Court records.
- To update the data regarding records movement as part of Digitisation project of High Court records, using the application made available by the High Court.
- To confirm inward / outward file movements in Sections/Units during the project.
- To perform any additional works pertaining to the digitisation work, as and when required by the High Court.

** Preference shall be given to persons with experience in judiciary, including Advocate Clerks registered in the Kerala High Court and are not employed as such.*

II. Office Attendant *

1. Should have passed SSLC or equivalent.
2. Good Physique.

Job Profile:

- Facilitating the cleaning work of records, bundling and transmitting the records to and from the High Court to other Sections/ Digitisation centre, as directed by the officer authorized by the High Court.
- To assist activities pertaining to pre-scan, scanning & post scanning works in the Digitisation project of High Court records.

- To perform any additional works pertaining to the digitisation work, as and when required by the High Court.

** Preference shall be given to persons with experience in judiciary, including Advocate Clerks registered in the Kerala High Court and are not employed as such.*

4. **Submission of applications:** Qualified and willing persons are directed to submit their application in writing to the Registrar (Computerisation)-cum-Director(IT), High Court of Kerala, Ernakulam-31, mentioning qualifications and experiences possessed.
5. **Last date of applications: 26.10.2023 before 4 P.M.**
6. **Mode of Selection:** Selection will be on the basis of interview. If number of candidates applying for these posts are disproportionately high, the High Court of Kerala has the authority to shortlist the candidates for interview. Canvassing any official of the High Court will cause disqualification of the candidature.
7. Merely satisfying the eligibility does not entitle a candidate to be called for the interview.
8. While applying for the post, the candidates should ensure that he/she fulfills the eligibility and other norms mentioned above. Applications not submitted in accordance with the eligibility and other norms mentioned in this Notification will be summarily rejected.
9. **Validity of Resource Team:** Selected candidates will be listed in a pool of resource team. The requirements that may arise during the period of digitisation project will be met from the resource team and the same will be revised periodically, as desired by the High Court. Inclusion in the resource team does not confer any right for the engagement in the project. Those included in the team should be available for engagement as and when required by the office.
10. 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 engagement, his/her service is liable to be terminated, without any notice.
11. Candidates qualified for interview will be informed via telephone. No personal communication will be sent by post.
12. In case of doubts, candidate may contact at 0484 – 2562560 (IT- Section, High Court) on all working days between 10 A.M and 4.30 P.M.

(By Order)

Gopakumar G
REGISTRAR(COMPUTERISATION

)-CUM-DIRECTOR(IT)

To:- All District Judges/Chief Judicial Magistrates, Kerala. (They are directed to publish copy of this Notice in the Notice Board).

The Confidential Assistants to the Registrars, High Court.
The IT Section, High Court (for publishing in the Official Website of the

High Court)

Copy to

The Administrative Records Sections, High Court.

The Notice Board, High Court.

The File/Stock File.