



THE HIGH COURT OF KERALA

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HCKL/6996/2025-ECC8-HC KERALA

Date: 31-10-2025

NOTIFICATION

Applications are invited from retired officers and staff of the High Court of Kerala & District Judiciary of Kerala (including temporary courts in Kerala), for the temporary engagement in Digitisation project of the District Judiciary, on daily wage basis. The candidates shall apply for the selection process through the recruitment portal (<https://hckrecruitment.keralacourts.in>) of the High Court. No other means/modes of application will be accepted.

1. Designation, Manpower Requirement & Remuneration Details

Notification No.	Designation in the project	Approximate no of persons required in the Manpower Resource Pool	Remuneration
ECC-1/2025	Digitisation Officer	255	₹1,160/- per day with a maximum monthly pay of ₹31,320/- or (Last Drawn Basic Pay - Basic Pension), whichever is less.

2. No. of persons to be included in the District-wise Resource Pool

Sl. No.	District	No. of Persons in the Manpower Resource Pool
1	Thiruvananthapuram	30
2	Kollam	25
3	Pathanamthitta	10
4	Alappuzha	20
5	Kottayam	15
6	Thodupuzha	10
7	Ernakulam	40
8	Thrissur	20
9	Palakkad	15
10	Manjeri	10
11	Kozhikode	25
12	Kalpetta	10
13	Thalassery	15
14	Kasaragod	10
	Total	255

3. Minimum Qualification and Experience:

3.1 Essential

1. S.S.L.C.
2. Ability to read and write in Malayalam and English
3. Minimum 5 years experience in Judicial side clerical work in High Court of Kerala / District Judiciary of Kerala, including Temporary courts.
4. Working knowledge of computers.

3.2 Desirable

1. Experience in Digitization of Court Records.

4. Nature of Engagement

Manpower will be assigned on daily wage basis from the Resource Pool as per the requirement in each district, or as decided by the High Court.

5. Validity of Resource pool

Selected candidates will be listed in a pool of resource personnel. The requirements that may arise during the period of Digitisation Project will be met from the Resource Pool and the same will be revised periodically as desired by the High Court. Mere inclusion of name in the Resource Pool does not confer any right for engagement in the Project. Those included in the Pool should be available for engagement as and when required by the District Judge concerned.

6. Nature of Work

The nature of works are weeding of Judicial records in District Judiciary, data entry and verification of scanned pages/images. The applicants should be willing to work in accordance with the requirements of the project and within the facilities available. Those engaged in the project will have to complete the assigned target within the specified time. The persons engaged will be responsible for the accuracy of the work/data related to their assignment.

7. Age limit

The candidate's age should not exceed 65 years, as on date of notification. At any time, persons above the age of 65 years will not be engaged for the project.

8. Mode of Selection

(1) The selection to the resource pool shall be based on interview. If the number of eligible applicants are found to be disproportionately high against the approximate requirement in each district, 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 headquarters 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.

Documents in original to prove the latest pension, Identity Card issued for retired members of the High Court/District Judiciary, etc. may be produced as and when called for, failing

of which may entail cancellation of candidature. Candidates shall be held responsible for the authenticity of the documents produced.

Merely satisfying the eligibility does not entitle a candidate to be called for the interview. While applying for the selection process, the candidates should ensure that he/she fulfils 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. Place of Engagement

The selected candidates will be engaged in any Digitization centre in the district concerned.

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 selection process. The steps for ‘One Time Registration’ are given in the ‘How to apply’ link in the website. The candidates shall read the notification and ‘How to apply’ carefully before submitting online application, and be ready with scanned copies 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 shall click ‘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 a printout of the application and keep it for future reference. They shall not send the printout of the online application or any other documents to the High Court.

12. Admission Tickets/Call Letters for 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 0484-2562559. 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 application, the applicants shall ensure that they fulfil all the required qualifications and eligibility criteria. 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 Interview: The schedule for the interview will be made available on the High Court website/Recruitment portal. All intimations with regard to the selection 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 selection 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 selection process that a candidate does not fulfil 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 inclusion in the resource pool, he/she shall be excluded from the resource pool.

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

Date of commencement of filing of online application	03.11.2025
Last date for submitting online applications	23.11.2025

17. 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.

18. 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 difficulties logging in to the Recruitment portal.

19. In case of doubt, candidates may contact at 0484-2562559 (e-Court Cell, High Court of Kerala) on all working days between 10 A.M. and 4.30 P.M

20. List of candidates qualified for interview will be published only on the website of the High Court of Kerala (<https://highcourt.kerala.gov.in>) and the District Courts concerned.

21. The names of candidates selected to the district-wise resource pool will be published on the website of the High Court of Kerala (<https://highcourt.kerala.gov.in>) and the District Courts concerned.

(By Order)

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