

THE HIGH COURT OF KERALA

website:www.hckrecruitment.nic.in
e-mail:recruitment.hckerala@nic.in

Phone : 0484-2562235
Fax:0484-2391720
Kochi: 682 031
Dated: 12.07.2021

REC3-12685/2021

NOTIFICATION

Applications are invited from qualified Indian Citizens belonging to the following community in the State of Kerala for appointment to No Candidate Available (NCA) vacancy to the following post in the High Court of Kerala. Candidates shall apply ONLINE through the Recruitment Portal (www.hckrecruitment.nic.in) of the High Court. No other means/ modes of applications will be accepted.

1. **Recruitment No** : 2/2021
2. **Name of the Post** : Translator
3. **Scale of pay** : ₹ 39300-83000
4. **Number of vacancies and validity of ranked list**: Scheduled Caste - 1 (One) (This is the First NCA Notification for the selection year 18.01.2016-17.01.2018. The ranked lists prepared as per this notification shall remain in force until candidate is advised and appointed against the vacancy earmarked for the above community.)
5. **Method of appointment** : Direct Recruitment (from candidates belonging to the community mentioned above.)

Note: Applications of candidates belonging to the community other than those mentioned above will be summarily rejected.

6. **Age Limit:**

- i) Candidates born between 02/01/1980 and 01/01/2003 (both days inclusive) are eligible to apply.
- ii) A candidate who is an Ex-serviceman or Ex-general Reserve Engineer Force person or a disembodied Territorial Army person, in reckoning the age for his eligibility for appointment can exclude the period of his service in the defence forces or in the General Reserve Engineer Force or in the Territorial Army, as the case may be, and the period of unemployment on discharge up to a maximum of five years provided he has not completed the age of 50 years.
- iii) Age relaxation upto 15 years will be granted to the blind and the deaf and dumb candidates and 10 years to orthopaedically disabled candidates subject to the condition that in no case upper age limit shall exceed 50 years.
- iv) Age relaxation upto 5 years will be granted to widows subject to the condition that in no case upper age limit shall exceed 50 years.

7. **Qualification:** Bachelor's degree in any subject awarded or recognised by any of the Universities in Kerala.

8. **Mode of Selection** : Selection will be on the basis of Translation test and Interview. The syllabus for the translation Test will be translation of English passage into Malayalam and vice versa and translation of English words/legal terms into Malayalam and vice versa. The duration of the test is 2 hours. Maximum marks for the test is 50.

9. No application fee is charged.

10. **Facilities for Persons With Disabilities:**

- i) *Candidates with benchmark disabilities whose writing speed is affected can avail the services of a scribe. Such candidates should indicate the same in their online application form. Such 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.*
- ii) *the use of scribe will be governed by the guidelines prescribed by the High Court and the candidates will have to produce a medical certificate and declaration at the time of test in the prescribed format which will be available in the recruitment portal."*

11. Documents in original to prove age, qualification, Caste/Community etc. should be produced as and when called for, failure of which will entail cancellation of candidature.

12. Candidates who are in the service of the Government of India or any of the State Governments should obtain No Objection Certificate from their Head of Office or Department and keep it with

them. If the candidate fails to produce the No Objection Certificate as and when called for, his/her candidature will stand cancelled. (Format of NOC is available in the link '**Downloads**' in the website)

13. 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.
14. While applying online for the post, the candidates should ensure that he/she fulfils the eligibility and other norms mentioned above. Candidate should have acquired the prescribed qualification on or before the date fixed for closure of STEP-II process. The date for determining whether a candidate does possess the qualification shall be the date fixed for closure of STEP – II process.
15. Candidates should ensure that the particulars furnished by him/her are correct in all respect. 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 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 appointment, his/her service is liable to be terminated.
16. 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.
17. Canvassing in any form will entail cancellation of candidature.

18. How to Apply:

- a) The online application process has two parts - **Step-I** and **Step-II**. 'Step-I/ New Applicant' is the first part for registration of the applicants. 'Step-II/ Registered Applicant' is the second part of the process for those applicants who had completed Step-I. **A candidate's online application is complete only if he/she completes both the steps which include the submission of application in the 'FINAL SUBMISSION' option available in Step –II process and payment of application fee (if applicable).**
- b) 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.
- c) In case a candidate does not have a valid personal e-mail ID, he/she may create his/her e-mail ID before applying online.
- d) If a candidate does not mention his/her Mobile Number/e-mail ID, no intimation relating to the recruitment will be sent to the candidate. Such candidates will have to visit the recruitment portal frequently for getting information about the recruitment.
- e) Before applying online, a candidate will be required to have a **scanned (digital) image of his photograph and signature** (in a pen drive or CD) as per the following specifications;

Sl. No.	Image	File size	Dimensions (should be the exact size)	
			Height	Width
1	Photograph	20 KB to 40 KB	200 pixels	150 pixels
2	Signature	10 KB to 20 KB	100 pixels	150 pixels

- f) For further details, candidates are advised to visit the link "**Guidelines for Photograph & Signature**" available on the main page. Candidates should take care to upload good quality photograph. Otherwise it would be difficult to identify the candidate from the photograph on the Admission Ticket. **If the candidate cannot be identified from the photograph**

printed on the Admission Ticket. he/she will not be allowed to write the examination.

- g) Candidate should also keep the particulars of educational qualifications and other personal details ready before applying as these details are required to be entered in the online Application Form. The detailed requirements are given in the link “**Sample Application Form**” available in the main page.
- h) To start the application process, candidates should click the link '**Step-I/ New Applicant**' in the web page or the '**Apply Online**' button available against the notification link. This will take to the next page where the options of '**POSTS**' are displayed. Candidates can access the **RECRUITMENT OF TRANSLATOR main page** (hereafter called the main page) by clicking the option '**TRANSLATOR**' available there. Before proceeding further, candidate should read the detailed notification in the home page and *How to Apply, Guidelines for Photograph & Signature, FAQ and Sample Application Form* provided in the main page.
- i) In Step-I (Registration for New Applicants), candidate has to fill in basic information about him/her. The information provided during Step-I process cannot be modified after submission with key number.
- j) Towards the end of Step-I process, 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 numerical digit (0,1,2,3,...) and one of the special characters (! @ # \$ % ^ * () _ + { } ; : < . >). 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. **Before proceeding with the completion of the Step-I (Registration) process, candidate should ensure that the reservation category, Religion and Caste and other details of the candidate are shown correctly in the 'confirmation screen'.**
- k) On completion of Step-I, the candidate will be assigned an **Application Number** which will be displayed on the screen and intimated to the candidates through SMS/e-mail. Candidate can continue with the application filing process by clicking on the 'Proceed' button available in the above screen and complete the application filing process in one go, if he/she so desires, or exit the page.
- l) If he/she opts to exit the page, he/she has to log into the system by clicking on the link “Step-II / Registered Applicant” and then entering the Application Number and Key Number. Candidate will then have access to the Step-II process.
- m) In Step-II/Registered Applicant, the link 'Upload Photograph and Signature' will be available. Only after completion of uploading of photograph and signature, the link – '**Application**' will be visible. 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.** **Final Submission** link will be available only if all the required details are furnished in the link 'Application' and its other dynamic sub links (Employment details, Service Particulars, Civil/Criminal cases etc.). Candidate should fill all the required information in these links.
- n) On 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 filing of application will be complete only on successful 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.

- o) The 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 Translation Test/ Interview:**

- i) Candidates should download the Admission Tickets/Call Letters from the link "STEP-II" from the recruitment portal **www.hckrecruitment.nic.in**.
- ii) The Admission Tickets for translation test will be ready for download three weeks prior to the date of the written test and 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. Candidates who have found place in the Short List can download and take printout of the call letters for interview.
- 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 the candidate regarding non-receipt of his/her Admission Ticket/Call Letter at least one week before the Translation 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 (www.hckrecruitment.nic.in) at least once in a week to know about the schedule of the Translation test/ Interview.
- iv) Candidates should note that their admission to the Translation 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.
- v) 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 the candidate in his/her application for the post of Watchman 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, only after the candidate has qualified for the interview.

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

Date of commencement of STEP-I & STEP-II Processes	22.07.2021
Date of closure of STEP-I & STEP-II Processes	13.08.2021

21. 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)



Ealias K Abraham
Registrar (Recruitment & Computerisation)