



THE HIGH COURT OF KERALA

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REC3 – 35889/2021

Dated: 10.08.2021

NOTIFICATION

Online applications are invited from qualified Indian citizens for engagement as **Engineering Intern** and **Law Intern** on temporary basis in the High Court of Kerala. Engagement will be for a period of 3 months which may be extended to such other period subject to a maximum of six months. Candidates shall apply online through the recruitment portal (www.hckrecruitment.nic.in) of the High Court of Kerala. Online applications can be submitted from 16/08/2021 onwards. No other means/modes of application will be accepted. After applying online, the candidates should submit the documents prescribed to the High Court by registered post on or before 17/09/2021.

1. RECRUITMENT NO : 7/2021 (ENGINEERING INTERN)

2. Details regarding the engagement, number of vacancies, educational qualification and remuneration:

Designation	Number of Vacancies	Educational Qualification	Branches	Remuneration
Engineering Intern	2	<p>i) Final year Engineering graduate (B.Tech/B.E) or postgraduate (M.Tech/M.E) students having good academic record. (The course being pursued should be from any of the Universities in Kerala or the course should be one that is recognised by any of the Universities in Kerala)</p> <p>ii) Holders of degree (B.Tech/B.E) or post graduate degree (M.Tech/M.E) awarded or recognised by any of the Universities in Kerala, with 80% or above marks and within one year of their completion of course, but not employed.</p> <p>iii) Students as well as the degree holders shall be of good character, excellent academic background and proven involvement in academic projects.</p>	Computer Science, Electronics and Communication Engineering, Information Technology or combination of the above.	Consolidated amount of Rs.25,000/- per month (No TA / DA or any other allowance or remuneration shall be paid)

3. Age limit :

Designation	Candidates who are eligible to apply
Engineering Intern	i) Graduate student candidates born between 02.01.1996 – 01.01.2003 ii) Post Graduate student candidates born between 02.01.1994 – 01.01.2003 iii) Degree holders born between 02.01.1995 – 01.01.2003 iv) Post Graduate Degree holders born between 02.01.1993 – 01.01.2003

4. Work Profile:

- i. Conduct work study for developing innovative courtroom technology enhancing access to justice to all, across various categories of courts in Kerala within a time frame set by the IT Directorate.
- ii. To prepare Detailed Project Reports (DPRs) on the basis of work study and to involve in developing the programmes/applications as approved by the IT Directorate within a time frame.
- iii. To involve in Gap analysis and to come up with solutions for optimum use of existing IT infrastructure.
- iv. To submit report/s regarding the innovative technologies that could be integrated with the courtroom technology.
- v. Such other duties as may be assigned by the IT Directorate from time to time.

5. RECRUITMENT NO : 8/2021 (LAW INTERN)

6. Details regarding the engagement, number of vacancies, educational qualification and remuneration:

Designation	Number of Vacancies	Educational Qualification	Remuneration
Law Intern	1	i) Final Year Law graduate (3years/5 years regular course) or postgraduate law student (regular course) having good academic record. (The course being pursued should be from any of the Universities in Kerala or the course should be one that is recognised by any of the Universities in Kerala) ii) Holders of Law degree/postgraduate law degree awarded or recognized by any of the Universities in Kerala, with 80% or above marks and within one year of completion of their course, but not employed. iii) Students as well as the degree holders shall be of good character, excellent academic background and proven involvement in academic projects.	Consolidated amount of Rs.25,000/- per month (No TA / DA or any other allowance or remuneration shall be paid)

7. Age limit:

Designation	Candidates who are eligible to apply
Law Intern	i) Graduate student candidates born between 02.01.1998 – 01.01.2003 ii) Post Graduate student candidates born between 02.01.1996 – 01.01.2003 iii) Degree holders born between 02.01.1997 – 01.01.2003 iv) Post Graduate Degree holders born between 02.01.1995 – 01.01.2003

8. Work Profile:

- i. Conduct work study for developing modules for enhancing access to justice to all, across various categories of courts in Kerala within a time frame set by the IT Directorate.
- ii. To participate in the preparation of Detailed Project Reports(DPRs) on the basis of work study considering substantive and adjective laws on the subjects and to involve in developing the programmes/applications as approved by the Directorate within a time frame.
- iii. To prepare a road map for complete model digital courts in District Judiciary considering the use of ICT. It includes identification of case types that could be dealt with by model digital court, procedural difficulties, recommendations for process reengineering including amendments to the existing procedure.
- iv. To submit report/s regarding the projects that could be integrated with the courtroom technology and to submit a road map as described in clause iii.
- v. Such other duties as may be assigned by the IT Directorate from time to time.

9. Period of engagement: Period of internship shall be initially for a period of 3 months which may be extended to such other period subject to a maximum of six months. The engagement will be on temporary basis and the candidate will not be entitled to any preferential claim to future appointment.

10. Validity of Rank list: The rank list prepared pursuant to this notification shall be valid for a period of 2 years from the date of publication of the list. Vacancies that may arise during the period of validity of the ranked list shall also be filled up from the list.

11. Mode of Selection: Selection will be solely on the basis of a personal interview.

12. Reporting and working time of Interns: Interns shall report to the IT Director, High Court and shall attend to the duties assigned to them by the Director. Interns shall be bound to keep the office hours applicable to the employees of the High Court but may work extra hours to complete the assignments in time or as specifically directed by the IT Director.

13. 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 includes the submission of application by clicking the **FINAL SUBMISSION** option available in Step –II process.
- b) Eligible candidates are required to apply only '**ONLINE**' through the website www.hckrecruitment.nic.in. To start the process, the 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 the candidate to the next page where the options of '**POSTS**' are displayed. The candidates can access the **RECRUITMENT OF ENGINEERING / LAW INTERNS main page** (hereafter called the main page) by clicking the option **ENGINEERING / LAW INTERNS** available there. Before proceeding further, the 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. He/She should also be ready with his/her scanned Photograph & Signature as specified in clause (h) below or in Guidelines for Photograph & Signature (in a pen drive or CD) and the details to be filled in the online application.
- c) In Step-I (Registration for New Applicants), the candidate has to fill in basic information about him/her. The information provided during Step-I (New Applicants) process cannot be modified after submission with key number.
- d) In Step-II (Registered Applicant), the candidate has to upload his/her scanned photograph and signature and detailed information about him/her. 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.**
- e) **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.
- f) In case a candidate does not have a valid personal e-mail ID, he/she may create an e-mail ID before applying online.
- g) If the 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 website frequently for getting information about the recruitment.
- h) Before applying online, a candidate will be required to have a **scanned (digital) image of his photograph and signature** 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

- i) For further details the candidates are advised to visit the link "**Guidelines for Photograph & Signature**" available on the main page. Candidates should take care to upload good quality photographs. 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, his/her application will be rejected.**
- j) The candidate should also keep the particulars of educational qualifications, personal details and other relevant details ready before applying as these details are required to be entered in the online Application Form. ***In the column for entering the percentage of marks, the candidates shall furnish the exact percentage with decimals up to two places and should not round off the marks to the next digit. Final year students may furnish aggregate % of marks obtained in semesters hitherto published. In case of G.P.A/C.G.P.A (without percentage certificate), convert the grades into percentage as per the formulae fixed by the institution/university and furnish the exact percentage.*** The detailed requirements are given in the link "Sample Application Form" available in the main page.
- k) Candidates should fill in the required details including uploading of his/her photograph and signature during the course of applying online. Care should be taken by the applicant while filling in information in the Online Application Form.
- l) **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 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 logs into the system. Under no circumstances, he/she should share/mention Key Number with/to any other person.
- m) 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.
- n) 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". For this, the Application Number and Key Number of the candidate are required. Then the candidate will have access to the profile of the candidate.
- o) In the **profile** of the candidate, 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 candidate should fill all the required information in this link. **Final Submission link** will be available only if all the required details are furnished in the link 'Application' and its other dynamic sub links.
- p) On satisfying that the information furnished are correct and complete, the candidate must finally submit the Application by clicking the link '**Final Submission**', after 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.

- q) The candidates should take printout of Application and keep it for future reference. They need not send the print out of the online application. However, they should send the documents mentioned in clause 16 of this notification to the High Court within the date specified for the same.
14. Online application validation rules are designed based on the Notification requirement. Candidates are advised to read the Notification carefully and refer “**How to Apply**” pages on the main page. Application submitted through online form does not imply that candidate has fulfilled all the criteria given in the Notification 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.
15. The candidates should ensure that the details in the system generated printout of Application are that of the candidates themselves.
16. **The candidates should submit the following documents to the High Court by registered post so as to reach this office on or before 17.09.2021, after applying online.**
- I. self attested copies of all academic certificates from 10th grade onwards including certificates of involvement in projects and relevant page of school record to prove name and date of birth. *Consolidated marksheet (if available) or marksheets of Engineering or Law degree/post graduate degree (with the grade to percentage conversion formulae in applicable cases) should also be submitted.*
 - II. In case of students, they shall produce a recommendation from the Head of the Institution certifying their character and conduct. In the case of graduates/post graduates, they shall produce a conduct & character certificate from any gazetted officer in the prescribed format available in the “Downloads” link of the recruitment portal.

The application process is complete only on submission of documents as above.

Application of candidates, who fail to submit the required documents within the prescribed date / whose percentage of marks cannot be calculated from the copies of certificates/marksheets furnished, will be summarily rejected.

The originals of all relevant records shall be produced when called for. Failure to produce the original documents when called for, will result in disqualification of the applicant.

The envelope containing the documents mentioned at (16) (I) & (II) shall be superscribed **RECRUITMENT OF ENGINEERING INTERNS / RECRUITMENT OF LAW INTERNS – APPLICATION NO : – COPIES OF DOCUMENTS** and sent to **"THE REGISTRAR (RECRUITMENT & COMPUTERISATION), HIGH COURT OF KERALA, ERNAKULAM, KOCHI-682 031"**.

17. 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.
18. An application once made will not be allowed to be withdrawn.
19. Full and correct information shall be furnished in the online application. Furnishing of false or incorrect information/documents or suppression of material information will disqualify the candidate at any stage of selection. Anything not specifically claimed in the application against the appropriate field will not be considered at a later stage.

20. Applications which do not comply with the instructions in this notification will be summarily rejected.
21. A candidate shall submit only one application.
22. **Important dates with regard to submission of application:**

Date of commencement of Step-I and Step-II processes	16.08.2021
Date of closure of Step-I and Step-II processes	31.08.2021
Last date for receipt of the copies of the required documents	17.09.2021

23. **Call Letter for Viva-voce :** Call Letters for viva-voce will not be sent by post. The eligible candidates should login to their profile page 'Step-II/Registered Applicant' link to download the Call Letters from the website www.hckrecruitment.nic.in. The Call Letters will be ready for download two weeks prior to the date of the interview and the matter will be informed through press release and SMS/e-mail. **The eligible candidates are also advised to visit the recruitment portal of the High Court at least once in a week to know about the schedule of the Interview.**
24. **In case of any clarification, candidates 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)

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