

## THE HIGH COURT OF KERALA

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Dated - 01.02.2019

No. REC4 -108724/2018(4)

From  
THE REGISTRAR (SUBORDINATE JUDICIARY).

To  
The Registrar General,  
All High Courts.

Sir,

Sub:- Kerala Judicial Service Examination - 2019 - Direct recruitment of Munsiff-Magistrate - Notification issued - Publishing of - Reg.

Ref:- High Court Notification No. REC4 - 108724/2018 dated 01.02.2019.

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I am to inform you that as per the reference cited above, High Court has issued notification inviting online applications for the recruitment to the post of Munsiff-Magistrate in the Kerala Judicial Service against NCA and Regular vacancies as detailed below.

Sl. No.	Recruitment Number	No. of vacancies	Eligible categories
1	3/2019	1 (NCA)	Scheduled Tribes - 1
2	4/2019	3 (NCA)	Nadars included in SIUC - 1 SC converts to Christianity - 1 and Hindu Nadars - 1
3	5/2019	1(NCA)	Latin Catholics/Anglo Indians - 1
4	6/2019	3(NCA)	OBC (8 <sup>th</sup> item in Rule 17(1), Part II, KS & SSR) - 1 Latin Catholics/Anglo Indians - 2
5	7/2019	37 (Probable) Regular vacancies	All Candidates

Eligible candidates are required to apply only 'ONLINE' through the recruitment portal of the High Court [www.hckrecruitment.nic.in](http://www.hckrecruitment.nic.in). No other means/modes of application will be accepted. The Notification and other details are available in the above mentioned recruitment portal of the High Court.

*Handwritten signature/initials*  
11/12/2019

High Court of Madhya Pradesh  
JABALPUR  
12 FEB 2019  
Reg No. 210  
Deputy Clerk

**Important Dates :**

<b>Date of commencement of Step-I &amp; Step-II processes and remittance of application fee through online mode</b>	<b>04.02.2019</b>
<b>The date of closure of Step-I process</b>	<b>28.02.2019</b>
<b>Date of commencement of remittance of application fee through offline mode</b>	<b>01.03.2019</b>
<b>Date of closure of Step-II process and remittance of application fee through online mode</b>	<b>05.03.2019</b>
<b>The last date for remittance of application fee through offline mode</b>	<b>11.03.2019</b>

I am, therefore, to forward herewith copy of the above mentioned Notification for information and necessary action.

Yours faithfully,



P.G. Ajithkumar  
Registrar (Subordinate Judiciary)

Encl: As above

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REC4 - 108724/2018

Dated: 01.02.2019

## NOTIFICATION

### KERALA JUDICIAL SERVICE EXAMINATION – 2019

Online applications are invited from qualified candidates for appointment to the post of Munsiff-Magistrate (Scale of pay : 27700 – 44770) in the Kerala Judicial Service against NCA and Regular vacancies as detailed below. Online applications can be submitted from 04.02.2019 onwards. No other means/modes of application will be accepted.

#### NCA VACANCIES

- 1. Recruitment number : 3/2019** (4<sup>th</sup> Re-notification relating to the select list prepared pursuant to notification No. REC 4 - 97821/2011 dated 31-01-2012)  
**Number of vacancy : Scheduled Tribes – 1**  
**Method of recruitment:** Direct recruitment (candidates belonging to the Scheduled Tribes communities in the State of Kerala alone are eligible to apply).
- 2. Recruitment number : 4/2019** (2<sup>nd</sup> Re-notification relating to the select list prepared pursuant to notification No. REC 4 - 5384/2013 dated 21.03.2013)  
**Number of vacancy :** Nadars included in SIUC – 1  
SC converts to Christianity – 1  
Hindu Nadars – 1  
**Method of recruitment:** Direct recruitment (candidates belonging to the Non-Creamy layer of the above notified communities in the State of Kerala alone are eligible to apply).
- 3. Recruitment number : 5/2019** (2<sup>nd</sup> Re-notification relating to the select list prepared pursuant to notification No. REC 4 - 10945/2016 dated 18.02.2016)  
**Number of vacancy : Latin Catholics/Anglo Indians – 1**  
**Method of recruitment:** Direct recruitment (candidates belonging to the Non-Creamy layer of the above notified community in the State of Kerala alone are eligible to apply).
- 4. Recruitment number : 6/2019** (1<sup>st</sup> Re-notification relating to the select list prepared pursuant to notification No. REC 4 - 75831/2017 dated 07.11.2017)  
**Number of vacancy :** OBC (8th item in Rule 17(1), Part II, KS & SSR) – 1  
Latin Catholics/Anglo Indians – 2  
**Method of recruitment:** Direct recruitment (candidates belonging to the Non-Creamy layer of the above notified communities in the State of Kerala alone are eligible to apply).  
Rule 15 (a) of Part II of the Kerala State and Subordinate Services Rules, 1958 shall be applicable for the above NCA recruitments.

## REGULAR VACANCIES

### 5. Recruitment number : 7/2019

**Number of vacancies : 37 (Probable)** (includes one vacancy reserved for Persons with Disabilities which was kept unfilled in the previous year for want of eligible candidate and carried forward to this year as per Section 34 (2) of the Rights of Persons with Disabilities Act, 2016)

**Method of recruitment:** (i) Direct Recruitment; and (ii) Recruitment by Transfer.

6. **Mode of selection:** The selection shall be after holding competitive examinations at two successive stages. The first stage is the Kerala Judicial Service (Preliminary) Examination. The second stage is the Kerala Judicial Service (Main) Examination, consisting of a written examination and a viva-voce. The preliminary examination and main examination will be conducted on the basis of the Scheme given at clauses 9 to 12 of this notification. The preliminary as well as the main examinations will be common for the candidates who apply in response to Recruitment Nos. 3/2019, 4/2019, 5/2019, 6/2019 for NCA vacancies and Recruitment No. 7/2019 for regular vacancies.

### 7. Qualifications:

#### I. Direct Recruitment:

A candidate for appointment as Munsiff-Magistrate by direct recruitment shall satisfy the following general conditions, namely;

- a) Shall be a citizen of India.
- b) Shall be a holder of a degree in Law recognized by the Bar Council of India for the purpose of enrollment as an Advocate.
- c) Shall not have completed 35 years of age on the first day of January, 2019. The upper age limit shall be raised by five years in the case of candidates belonging to any of the Scheduled Castes or adult members of such castes and their children when such adult members are converted to other religions, or Scheduled Tribes, and by three years in the case of candidates belonging to any of the Other Backward Classes, as provided in Rule 10(c) of Part II of Kerala State and Subordinate Services Rules, 1958.
- d) Shall be of good character.
- e) Shall be of sound health having no bodily infirmities, which renders him/her unfit for appointment.

While applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the notification. Save as otherwise provided, the qualification prescribed for the post shall be the one acquired by the candidate on or before the last date fixed for closure of Step-II process of online filing of applications.

#### II. Recruitment by Transfer:

No officer in service shall be eligible for appointment as Munsiff-Magistrate by transfer, unless he is a holder of a degree in law recognized by the Bar Council of India for the purpose of enrolment as an advocate and is an approved probationer in any one or more of the feeder categories enumerated as Sl. Nos. (i) to (viii) below. He/She shall not have completed 54 years of age on the last date fixed for closure of Step-II process of online filing of applications.

A person who is otherwise qualified for appointment by transfer but is not holding any of the posts enumerated below at the time of his application for appointment by transfer, shall be eligible for appointment if he has held any one or more of such posts at any time for the prescribed number of years and is holding a post in a higher scale of pay in any of the offices from which appointment is to be made.

Note:- Save as otherwise provided, eligibility to apply shall be determined with reference to the last date fixed for the closure of Step-II process of online filing of applications.

**Feeder categories of officers for Recruitment by Transfer:**

- i. Assistant Public Prosecutor Grade I & II
- ii. Assistant Registrars and other officers of the High Court in the same scale of pay of Assistant Registrars, Personal Assistant to the Chief Justice, Additional Personal Assistant to the Chief Justice, Section Officers, Librarian, Reference Librarian, Court Officers, Filing Scrutiny Officers, Accountant, Head Translator, Private Secretary to Judges including Higher Grade, and Personal Assistant (Selection Grade) to Judge in the High Court of Kerala.
- iii. Under Secretaries, Section Officers and Librarian in the Advocate General's Office.
- iv. Section Officers and Librarian in the Law Department. Government Secretariat.
- v. Sheristadars of District Courts. Additional District Courts. Special Courts. the Office of the Motor Accidents Claims Tribunals. the Office of the State Transport Appellate Tribunal. Family Court and Wakf Tribunals and Sub Courts. Senior Superintendents of the District Courts and Additional District Courts and Selection Grade Confidential Assistants in the Subordinate Civil Courts.
- vi. Sheristadars of Chief Judicial Magistrate's Courts and Selection Grade Confidential Assistants in the Subordinate Criminal Courts.
- vii. Full time Assistant Professors of Government Law Colleges.
- viii. Principal Counsellors of the Family Courts in the State of Kerala

**8. Reservation of appointment for Regular vacancies:**

- a) The rules relating to reservation of appointments for candidates belonging to Scheduled Castes, Scheduled Tribes and non-creamy layer of Other Backward Classes contained in Part II of the Kerala State and Subordinate Services Rules, 1958 (Rules 14 to 17) shall apply to appointment by direct recruitment.
- b) One percent of vacancies shall be reserved for persons with disabilities having Locomotor disability-moderate provided that the Medical Board constituted for assessment certifies that the candidate will be able to perform the duties of Judicial Officer with the aid of Assistive Technologies and the candidate qualifies in the selection in terms of the Kerala Judicial Service Rules, 1991.

**9. Scheme of the Preliminary Examination:**

The preliminary examination will consist of one paper of objective type screening test based on the syllabus given below containing 100 multiple choice questions, each question carrying two marks. Maximum marks will be 200 and one mark will be deducted for each incorrect answer. The duration of the preliminary examination will be two and half hours. The preliminary examination is conducted for the purpose of shortlisting the candidates and the marks obtained in the preliminary examination shall not be counted for determining the final order of merit of the candidates.

The ratio of notified vacancies to the number of successful candidates in the preliminary examination shall be 1:10. If more than one candidate obtains the same mark as that of the last candidate in the descending order of merit, all such candidates securing identical mark shall be treated as qualified for the main examination. Only those candidates who are declared by the High Court to have qualified in the preliminary examination will be eligible for admission to the main written examination provided they are otherwise found eligible for admission to the main examination. Short list of candidates selected for the main examination will be published by the High Court in the Notice Board and the recruitment portal of the High Court.

**10. Syllabus for the Preliminary Examination:**

Part A	Code of Civil Procedure, Indian Contract Act, Negotiable Instruments Act, Transfer of Property Act, Specific Relief Act, Kerala Building (Lease and Rent Control) Act.
Part B	Code of Criminal Procedure, Indian Penal Code, Indian Evidence Act.
Part C	Constitution of India, Legal G.K., Reasoning & Mental ability.

**11. Scheme of the Main Examination:**

- a) **Written Examination:** The Kerala Judicial Service Main (Written) Examination will consist of 4 papers, each carrying 100 marks at a total of 400 marks, based on the syllabus given below. The prescribed duration for each paper will be three hours. The number of candidates for viva voce shall not ordinarily exceed three times the number of notified vacancies.
- b) **Viva-Voce:** Maximum marks for viva voce shall be 50. Only those candidates who are shortlisted as per the above scheme shall be called for viva-voce. The cut off marks in the viva-voce is fixed at 40% for general and OBC candidates and 35% for candidates belonging to Scheduled Caste and Schedules Tribes. Fraction of half or more than half shall be regarded as full marks and less than half shall be ignored. The marks secured by a candidate in the viva-voce shall be added to the total marks secured by him/her at the written examination (Main).

**12. Syllabus for the Written Examination (Main):**

Papers	Subjects
Paper-I	English Grammar, General Essays(two), Translation of Malayalam Depositions/Documents to English and vice-versa, Precis writing.
Paper-II	Part-A: Indian Contract Act, Transfer of Property Act, Limitation Act, Specific Relief Act, Easements Act, Kerala Building (Lease and Rent Control) Act, Hindu Succession Act, Indian Succession Act - Parts V, VI & X, Dissolution of Muslim Marriage Act. Part-B: Kerala Court Fees and Suits Valuation Act, Kerala Stamp Act, Kerala State Legal Services Authorities Act, The Kerala Panchayath Raj Act -Ch. X, XI, XXIA & XXIII, Kerala Municipality Act -Ch. IX, X, XXIV & XXV, Negotiable Instruments Act (except Ch. XVII), and Registration Act.
Paper-III	Part-A: Indian Penal Code, Indian Evidence Act, Abkari Act, Negotiable Instruments Act -Ch. XVII, The Protection of Women from Domestic Violence Act. Part-B: Juvenile Justice (Care and Protection of Children) Act, Kerala Police Act, Probation of Offenders Act, Forest Act, N.D.P.S. Act (provisions relating to bail and trial by Magistrates)

<b>Paper-IV</b>	<p>Part-A: Code of Civil Procedure, Civil Rules of Practice, Kerala Civil Courts Act, Order in Interlocutory Application/ Framing of issues/Judgment writing (Civil)</p> <p>Part-B: Code of Criminal Procedure, Criminal Rules of Practice, Framing of charges/Order in Criminal Miscellaneous Petitions/ Judgment writing (Criminal)</p>
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13. **Training:** Every person selected for appointment shall undergo training for a period of not less than one year extendable up to two years. The training will be conducted by the Kerala Judicial Academy.
14. **Probation:** Every person appointed shall be on probation for a total period of two years on duty within a continuous period of three years from the date on which he joins duty.
15. **Tests:** Every person appointed shall, within the period of probation, pass the Account Test for Executive Officers of the Kerala State or the Account Test (Lower) unless he has already passed either of those tests.
16. **Pre-examination training to Scheduled Castes/Scheduled Tribes candidates:** A pre-examination training of a short duration will be conducted by the Kerala Judicial Academy for the candidates belonging to Scheduled Caste/Scheduled Tribes, who qualify in the Preliminary Examination. Such training shall be given only if there are sufficient number of candidates in that category who qualify in the Preliminary Examination. No fee will be charged for the training. The candidates will not be eligible for any stipend or allowance for attending the training. The expenses of boarding and lodging will not be met by the High Court.

**17. 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 and **payment of application fee**.
- b) Eligible candidates are required to apply only '**ONLINE**' through the website [www.hckrecruitment.nic.in](http://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 MUNSIFF-MAGISTRATE main page** (hereafter called the main page) by clicking the option '**Munsiff-Magistrate**' 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 (j)* below or in *Guidelines for Photograph & Signature* (in a pen drive or CD) and the details to be filled in the online application. No other means/modes of application will be accepted.
- 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 is of permanent nature and cannot be modified.
- 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) The online application form is common for the NCA Recruitments (Recruitment Nos. 3/2019, 4/2019, 5/2019) & 6/2019) and Regular Recruitment (Recruitment No. 7/2019).
- f) Candidates applying for more than one Recruitment Number **should not apply separately**. In Step-I, they should select all the recruitment numbers for which they want to apply by clicking the relevant category available in the drop menu against the appropriate recruitments numbers. They need to pay the application fee only once. If they opt to apply separately, they will have to remit separate application fee for each recruitment and they will lose the '**common candidate**' status in the examination. So, the eligible candidates who desire to apply for more than one recruitment should avoid applying separately to get the status of the 'common candidate' in view of the fact that common examination is prescribed for recruitments to Regular and NCA vacancies.
- g) 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. Under no circumstances, he/she should share/mention the e-mail ID with/to any other person.
- h) In case a candidate does not have a valid personal e-mail ID, he/she may create his/her new e-mail ID before applying online.
- i) If the candidate does not mention his/her Mobile Number/e-mail ID, no intimation relating to the recruitment will be sent to the candidates. Such candidates will have to visit the website frequently for getting information about the recruitment.
- j) Before applying online, a candidate will be required to have a **scanned (digital) image of his photograph and signature** as per the specifications given below;

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

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, he/she will not be allowed to write the examination.**

- k) The candidate should also keep the particulars of educational qualifications, enrolment details, experience/service details 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 links "**Sample Application Form**" available in the main page.
- l) 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.
- m) 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



- e) The online application form is common for the NCA Recruitments (Recruitment Nos. 3/2019, 4/2019, 5/2019) & 6/2019) and Regular Recruitment (Recruitment No. 7/2019).
- f) Candidates applying for more than one Recruitment Number **should not apply separately**. In Step-I, they should select all the recruitment numbers for which they want to apply by clicking the relevant category available in the drop menu against the appropriate recruitments numbers. They need to pay the application fee only once. If they opt to apply separately, they will have to remit separate application fee for each recruitment and they will lose the '**common candidate**' status in the examination. So, the eligible candidates who desire to apply for more than one recruitment should avoid applying separately to get the status of the 'common candidate' in view of the fact that common examination is prescribed for recruitments to Regular and NCA vacancies.
- g) 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. Under no circumstances, he/she should share/mention the e-mail ID with/to any other person.
- h) In case a candidate does not have a valid personal e-mail ID, he/she may create his/her new e-mail ID before applying online.
- i) If the candidate does not mention his/her Mobile Number/e-mail ID, no intimation relating to the recruitment will be sent to the candidates. Such candidates will have to visit the website frequently for getting information about the recruitment.
- j) Before applying online, a candidate will be required to have a **scanned (digital) image of his photograph and signature** as per the specifications given below;

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

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, he/she will not be allowed to write the examination.**

- k) The candidate should also keep the particulars of educational qualifications, enrolment details, experience/service details 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 links "**Sample Application Form**" available in the main page.
- l) 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 the information in the Online Application Form.
- m) 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 log into the system. Under no circumstances, he/she should share/mention Key Number with/to any other person.

- n) 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.
- o) 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.
- p) 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 (Employment details, Service Particulars, Teaching experience, Civil/Criminal cases etc...).
- q) 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. 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. Candidates may take note that the **application process will be complete only on payment of application fee, in applicable cases, after the 'Final Submission'**.
- r) **Payment of application fees is the last stage of the application process.** After making '**Final Submission**' as indicated in clause (q) above, the candidate, if applicable, shall make the payment of application fees within the stipulated time. **Online applications which are not followed by payment of application fees, in applicable cases, will be incomplete.**
- s) Candidates are required to submit the application fees, as stated below:

<b>Category of Applicant</b>	<b>Amount of Fees</b>
SC/ST/Unemployed Persons with Disability	Nil
All Others	₹ 1000/-

- t) **The application fee can be paid through online mode (Debit Card/Credit Card/Net Banking) or offline mode (Cash payment at the branches of the State Bank of India using the system generated fee payment challan).** Payment of fee by Demand Draft/Cheque/Money Orders/Postal Orders etc. will not be accepted. Fees once paid will not be refunded on any account nor can it be held in reserve for any other examination. The candidates are instructed to refer the Terms & Conditions and policies with respect to payment, available in the payment page of the website. **Fee payment by either mode can be made only after the final submission of application as stated in clause (q) above.** The candidates should ensure that the web browser used by them is compatible with the same of Bank to make hassle free payment of application fee.

- i. Online payment can be made from the date of commencement of Step I & Step II processes. For making online payment of application fee, the candidate should click the link 'Fee Payment' available in the profile of the candidate and follow the instructions available on the screen.
  - ii. Payment through offline mode can be made only after the last date fixed for closure of Step I process. The challan for offline mode of fee payment can be downloaded from fee payment page available in the profile of the candidate **till the date fixed for closure of Step II process**. After that date, the system generated challan will not be available. So, candidates should ensure that the challan is downloaded on or before the date fixed for closure of Step II process. However, payment through offline mode can be made till the date fixed for the same.
- u) Candidates who are exempted from fee payment and the candidates who wish to pay the fee through online mode (Debit Card/Credit Card/Net Banking) can complete the application process in one go, if they so desire. In case the candidates do not intend to complete the application process in one go, he/she can login to STEP-II link available in the Home Page by providing Application Number and Key Number and continue the process.
  - v) The successful remittance of application fee marks the end of application filing process. **The candidates shall take note of the fact the application filing process will be complete only on successful remittance of application fee. If the application fee is not remitted within the respective cut off date, the applications will be incomplete.**
  - w) The candidates should take printout of Application and keep it for future reference. They need not send the print out of the online application or any other documents to the High Court.
  - x) Online application validation rules are designed based on the Notification/Rules requirement. Candidates are advised to read the Notification/Rules 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/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.
18. The candidates should ensure that the details in the system generated printout of Application are that of the candidates themselves. The candidates who make alterations or attempt to write the written test by making alterations in the Admission Tickets downloaded will be disqualified.
  19. The candidate applying to the post by Recruitment by Transfer shall obtain the service certificate issued from the Head of Office/Department, in the prescribed form (Form 'A') available in the link 'Downloads' in the website, on or before the last date prescribed for the Step-II process of online filing of applications and keep it with them and produce as and when called for by the High Court.
  20. The candidates who are in the service of the Government of India or any of the State Governments applying to the post by direct recruitment should obtain 'No Objection Certificate' from their Head of Office or Department before submission of the application 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.
  21. An application once made will not be allowed to be withdrawn.
  22. The candidate's copy of the Fee Payment Challan should be retained by the candidate and produced if called for.

23. Full and correct information shall be furnished in the online application. Furnishing of false or incorrect information 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.
24. Applications which do not comply with the instructions in this notification shall be rejected.
25. A candidate shall submit only one application.

**26. Important dates with regard to submission of application:**

<b>Date of commencement of Step-I &amp; Step-II processes and remittance of application fee through online mode</b>	<b>04.02.2019</b>
<b>The date of closure of Step-I process</b>	<b>28.02.2019</b>
<b>Date of commencement of remittance of application fee through offline mode</b>	<b>01.03.2019</b>
<b>Date of closure of Step-II process and remittance of application fee through online mode</b>	<b>05.03.2019</b>
<b>The last date for remittance of application fee through offline mode</b>	<b>11.03.2019</b>

27. The candidates are advised to keep the Application Number and Key Number securely as both are required each time they log into the system.
28. **Admission Tickets :** Admission Tickets for written examination (preliminary/main) will not be sent by post. The candidates should login to their profile to download the Admission Tickets from the website [www.hckrecruitment.nic.in](http://www.hckrecruitment.nic.in). By The Admission Tickets will be ready for download three weeks prior to the date of the written examination (preliminary/main) and the matter will be informed through press release and through SMS/e-mail. The candidates are also advised to visit the recruitment portal of the High Court at least once in two weeks to know about the schedule of the examination.
29. **Call Letter for Viva-voce :** Call Letters for viva-voce will not be sent by post. The eligible candidates should login to their profile to download the Call Letters from the website [www.hckrecruitment.nic.in](http://www.hckrecruitment.nic.in). The Call Letters will be ready for download two weeks prior to the date of the viva-voce and the matter will be informed through press release and through SMS/e-mail. The eligible candidates are also advised to visit the website of the High Court at least once in a week to know about the schedule of the viva-voce.
30. For removal of doubts, candidates may call: 0484-2562235.

(By Order)



P.G. Ajithkumar  
Registrar (Subordinate Judiciary)