

THE HIGH COURT OF KERALA

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Phone:0484-2562553
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Dated:18/08/2021

ECC1/39148/2021

NOTIFICATION

Applications are invited from qualified Indian citizens for appointment to the post of Zonal Officer on contract basis to provide technical support to the Subordinate Courts through out Kerala by dividing the State into 2 zones(Southern and Northern zone centered at Thiruvananthapuram and Kozhikode) and appointing 2 staff each at zonal level. Candidates shall apply offline in the application form attached herewith appending all the documents necessary, as mentioned in this notification. No other means/modes of application will be accepted.

- **Recruitment No** : ECC 1 / 2021

2.Details regarding the name of the post,number of vacancies, educational qualification and salary :

Name of the Post	Number of Vacancies	Educational Qualification	Experience & Technical Skills	Consolidated Salary (Monthly)
Zonal Level Officer	4	Government recognized diploma in Electronics/computer science /computer hardware or Diploma with the combination of the above subjects or B.E./ B. Tech (Electronics/IT/Computer Science/Computer Hardware or combination of any of these subjects) /BCA/ M.E/ M.Tech(Electronics/IT/Computer	<p>Experience</p> <p>work experience of 6 years and above in eCourts project in Kerala as System Assistant/System Officer/ Senior System officer</p> <p>Duties</p> <p>1. Implementation of the eCourts projects mainly comprising of eFiling, eOffice, Digital Court rooms, Virtual Courts, Online Copy Applications etc.</p> <p>2.Assist the District and Taluka level Courts in ICT system administration and management</p> <p>3. To manage ICT infrastructure such as computers, scanners, printers, LAN, Internet connectivity, communication equipment such as switches, routers, modems, Wifi etc</p>	₹ 40,000/- (including admissible TA)

	Science/Computer Hardware or combination of any of these subjects)/MCA	<p>4. Interaction with vendors for maintaining and supporting the equipment</p> <p>5. Installation and maintenance of OS, Office tools, customized application running, taking out of hard copies or soft copies of report, etc.</p> <p>6. Assistance in training judicial officers and court staff for effective utilisation of IT resources</p> <p>7. Ownership of problem resolution for addressing the complaints of District & Subordinate Courts for smooth operation of ICT infrastructure</p> <p>8. Assist the District and Taluka level project monitoring committees in system administration and management</p>	
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3. Nature of appointment : Contract basis. The contract is initially for a period of 1 year which may further be extended based on the performance and requirements. The appointment will be on temporary basis and the candidate will not be entitled to any preferential claim for future appointment.

4. Validity of Rank list : The rank list is valid for a period of one (1) year from the date of publication of the result. Vacancies that may arise during the period of validity of the rank list shall also be filled up from the list.

5. Age limit :

Name of the Post	Candidates who are eligible to apply
Zonal level Officer	Not exceeding 45 years as on the date of notification

6. Mode of Selection : Selection will be solely on the basis of interview. If the number of candidates applying for the posts is disproportionately high, the High Court of Kerala has the authority to short list the candidates for interview.

7. Documents to be kept along with application form:

Self Attested Copies of the Document to prove age, qualifications (including metriculation certificate, 12th Certificate and Diploma/ Degree certificate), copy of an ID Proof, Copy of Industry Certification Certificate, if any and a copy of resume of the

applicant should be sent along with the application form.

Self attested copy of Experience Certificate/s proving 6 years or more experience in eCourts project as System Assistant/ System Officer/Senior System Officer in Kerala. Experience certificate/s in this regard shall be issued by the Principal District Judge of the District wherein the applicant had worked and acquired the experience for the post and Copy of Any industry Certification Certificate(s)

8. The candidates may send the duly filled in application form in the prescribed format, along with all the documents detailed above in an envelope superscribed with 'Application for the post of Zonal Officer, Recruitment No. ECC 1/2021' and may be sent through registered post / speed post addressing to the IT Director, High Court of Kerala, Kochi-31 or may drop the application form in person in the box placed in eCourt cell, 5th floor, High Court of Kerala, Ernakulam.

9. Fees : There shall be no application fees for the applicants.

10. The originals of all the documents mentioned in Point No. 7 shall be produced on the day of interview, for verification.

11. 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 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 appointment, his/her service is liable to be terminated.

12. Merely satisfying the eligibility criteria does not entitle a candidate to be called for the interview. The documents in original to prove age, qualification, experience. should be produced as and when called for, failing of which will entail cancellation of the candidature.

13. While applying offline for the post, the candidates should ensure that he/she fulfills the eligibility and other norms mentioned above. The candidate should have acquired the prescribed qualification on or before the date of notification. The experience will be considered prior to the date of notification.

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

Starting Date of Receiving Applications	24/08/2021
Last date for receiving applications	10/09/2021

The applications received after the last date for receiving applications will not be entertained and the candidature of such applicants shall stand cancelled.

15. Candidates shall have an active email account and a mobile Number. The date of interview will be communicated to all the provisionally admitted applicants via email and phone number furnished by them in the application form. Candidates have to bring a Resume along with the original certificates and documents proving educational qualification/ experience/ Industry Certification Certificate and age.

16. In case of doubts, candidates may contact at 0484-2562553 (eCourt Cell, High Court of Kerala) on all working days between 10 a.m. and 4.30 p.m.

17. The allotment of zone to the selected candidates will be at the discretion of the High Court. High Court hold the right to relocate the appointed officers based on requirement, to supervise their activities and to take necessary actions if they fail in performing their duties promptly.

(By Order)



JOSEPH RAJESH K A
JOINT REGISTRAR

THE HIGH COURT OF KERALA
APPLICATION FOR THE POST OF Zonal Officer
(Recruitment No: ECC1/2021)

Paste here your
recent(taken within
the last six months)
passport size
photograph(Do not
staple or pin)

Application Number:
(For office use Only)

Note: Candidates should read the notification inviting application before filling up the form. All columns should be filled up. Do not fill up any column by dashes or dots or any other marks. If any column is not applicable, write "Not Applicable" in the column.

(The candidate should sign across the photograph)

1.	Name of the Candidate (IN BLOCK LETTERS) (As entered in the matriculation certificate)	
2.	(a) Address for communication (IN BLOCK LETTERS) (with District, State and PIN code)	
	(b) Permanent Address (IN BLOCK LETTERS) (with District, State and PIN code)	
3	(a) Mobile Number	
	(b) Land Line Number with STD code	
4	Email id	
5	Gender (Male/Female/Trans Gender)	
6	Age	
7	Date of birth	
8	Name of father/mother/guardian (Specify relationship)	
9	Are you a citizen of India? (Yes/No)	
10	(i) Religion	
	(ii) Caste/Tribe/Community	
	(c) Are you a native of the State of Kerala? (Yes/No)	
9	What is your mother tongue?	
11	Educational Qualification(Enclose self attested copies of certificates and marksheets)	
	Qualification	Year of passing
		Name of Board /University

12	If your qualification is Diploma/B-tech, state whether the institution which awarded it is recognised by the Government?(Yes/No)		
13	Details of Experience, in the eCourts project.		
16	(a)Have you been debarred by Public Service Commission or dismissed from service? If yes, give details.		
	(b) Have you been convicted for any criminal offence? If yes, furnish case number, offences charged, name of the court.		
	(c) Is any criminal case pending against you? If yes, furnish case number, offences charged, name of the court.		

DECLARATION

I hereby declare that the details furnished above are correct and complete to the best of my knowledge and belief and that in the event of any information being found false or incorrect my candidature/appointment may be cancelled without further notice.

Place:

Date:

Signature of the Candidate

