



THE HIGH COURT OF KERALA

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Date: 20.10.2022

REC 4 - 39372/2022

NOTIFICATION

Applications are invited online from qualified candidates for appointment to the post of Principal Counsellor in the Family Courts in the State of Kerala. Applications must be submitted online only through the recruitment portal of the High Court of Kerala (www.hckrecruitment.nic.in) from 26.10.2022 onwards. No other means/modes of application will be accepted.

- 1. Recruitment Number** : 8/2022
- 2. Name of Post** : Principal Counsellor
- 3. Scale of pay** : ₹ 55200 - 115300/-
- 4. Number of vacancies** : 11 (Vacancies that may arise during the period of validity of the ranked list shall also be filled up from the list)
- 5. Method of appointment** : Direct Recruitment
- 6. Age limit** : 18 - 36. Candidates born between 02.01.1986 and 01.01.2004 (both dates included) are eligible to apply. [For relaxations of age limit, provisions in Rule 10 of Part II of the Kerala State and Subordinate Services Rules, 1958 shall be applicable.]

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 limit shall exceed 50 years.

7. Qualifications

: 1. (a) Masters Degree in Social Work

or

(b) Post Graduate Degree in Psychology

(The above qualification shall be the one awarded or recognised by any of the Universities in Kerala)

2. Experience in family counselling for a minimum period of two years (The conditions regarding minimum experience in family counselling may be relaxed in the case of candidates otherwise exceptionally qualified and found suitable)

NB: Preference shall be given to female candidates.

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 it should be produced as and when called for, failure of which will entail cancellation of candidature.

8. **Application Fee** : ₹500/- (Rupees Five Hundred Only).
Schedule Castes/Scheduled Tribes and Unemployed Persons with Disability candidates are exempted from payment of fees.

9. **Mode of Selection:** The selection will be on the basis of an 'interview' or 'written test and interview', having regard to the number of applications received vis-a-vis the number of vacancies. If the selection is on the basis of interview alone, the maximum mark for the interview shall be 100. The interview will assess the candidate's general knowledge, knowledge of basic principles of laws relating to family and child welfare, analytical ability, knowledge in the areas of social work and psychology and suitability for appointment as Principal Counsellor. If the selection is on the basis of written test and interview, the maximum mark for the written examination shall be 100 and for the interview it shall be 50. The syllabus for the written test shall be general knowledge, basic principles of laws relating to family and child welfare, analytical ability, social work and psychology.

For main list, the ratio of notified vacancies to the number of candidates to be called for the interview shall ordinarily be 1:3. Supplementary lists shall be prepared for the reservation groups in respect of which the vacancies are likely to arise. While preparing the short list for the interview, 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 interview. The minimum mark required to be obtained by a candidate in the interview for being considered for inclusion in the ranked list shall be 40% for general category candidates and Other Backward Class candidates and 35% for the Scheduled Caste/Scheduled Tribe candidates. The above mentioned minimum marks shall be lowered to such extent as decided by the Selection Committee in order to include the required number of candidates in supplementary lists. Female candidates who have secured the cut off minimum marks prescribed for the interview shall be entitled to a weightage of 5 marks. Ranking of the candidates shall be on the basis of the sum of marks for the written test, interview and the weightage marks for female candidates if the selection is on the basis of written test and interview. In case, the selection is on the basis of interview alone, the ranking of the candidates shall be on the basis of the sum of marks in the interview and the weightage marks for female candidates.

10. **Reservation of appointment:** Rules 14 to 17 relating to reservation of appointment contained in Part II of the Kerala State and Subordinate Services Rules, 1958 shall apply to the recruitment.
11. **Facilities for Persons with Disabilities:** Candidates with disabilities whose writing speed is affected can avail the services of a scribe. They 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 on production of prescribed medical certificate. The use of scribe will be governed by the guidelines prescribed by the High Court. Such candidates will have to produce a declaration also (regarding the scribe) at the time of the test in the prescribed format available in the recruitment portal.
12. **Training:** Every person appointed shall undergo such training as may be prescribed by the High Court.
13. **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/she joins duty. He/She shall, within the period of probation, pass departmental tests, if any, prescribed from time to time.

14. Documents in original to prove age, qualifications, Community, Non Creamy Layer status, Economically weaker section status etc. should be produced as and when called for, failure of which may entail cancellation of candidature.

15. 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. 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 option of '**POSTS**' is displayed. Candidates can access the **RECRUITMENT OF PRINCIPAL COUNSELLOR main page** (hereafter called the main page) by clicking the option '**PRINCIPAL COUNSELLOR**' 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, he/she will not be allowed to write the examination.**
- j) The candidate should also keep the particulars of educational qualifications, experience details and other personal details ready before applying as these details are required to be entered in the online Application Form. The detailed requirement 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 his/her profile.
- 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 in the detailed application by entering 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 (Experience details, Employment details, Service Particulars, Civil/Criminal cases etc...).

- 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. Candidates may take note that the **application process will be complete only on payment of application fee, in applicable cases, after the 'Final Submission'**.
- q) **Payment of application fees is the last stage of the application process.** After making '**Final Submission**' as indicated in clause (p) 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.**
- r) Candidates are required to remit the application fees, as stated below:

Category of Applicant	Amount of Fees
SC/ST/Unemployed Persons with Disability	Nil
All Others	₹ 500/-

- s) **The application fee can be paid through online mode (Debit Card/Credit Card/Net Banking, etc.) 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. Fee 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 (p) above.** The candidates should ensure that the web browser used by them is compatible with that of the Bank to make hassle free payment of application fee.
- t) 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. **The 'Fee Payment' link will become inactive on successful payment of application fee.**
- u) If the online fee payment is pending/not successful by the last date of Step- II process, the candidates are advised to download and keep with them a copy of system generated challan for making offline payment, in case their online payment fails.
- v) 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. Payment through offline mode can be made only after the last date fixed for closure of Step II process and it can be made till the last date fixed for the same.

- w) 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 desire so. 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.
- x) Successful remittance of application fee marks the end of application filing process. **The candidates shall take note of the fact that 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 application will be incomplete.**
- y) 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.
16. Online application validation rules are designed based on the Notification/Rules/Procedure requirement. Candidates are advised to read the Notification/Rules/ Procedure 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/Procedure 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.
17. 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.
18. 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.
19. An application once made will not be allowed to be withdrawn.
20. The candidate's copy of the Fee Payment Challan should be retained by the candidate and produced if called for.
21. 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.
22. Applications which do not comply with the instructions in this notification shall be rejected.
23. A candidate shall submit only one application.

24. The candidates should have acquired the qualification and the experience prescribed on or before the last date fixed for Step-II process. **They should obtain the experience certificate on or before the last date fixed for Step-II process.**

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

Date of commencement of Step-I & Step-II processes and remittance of application fee through online mode	26.10.2022
The date of closure of Step-I process	15.11.2022
Date of closure of Step-II process and remittance of application fee through online mode	23.11.2022
Date of commencement of remittance of application fee through offline mode * Those candidates who wish to pay the application fee through offline mode should download the challan on or before the last date fixed for closure of Step II process (ie; 23.11.2022)	29.11.2022
The last date for remittance of application fee through offline mode	07.12.2022

26. **Admission Tickets : Admission Tickets for written examination will not be sent by post.** The candidates should login to their profile page via 'Step-II/ Registered Applicant' link to download the Admission Tickets from the website www.hckrecruitment.nic.in. The Admission Tickets will be ready for download three weeks prior to the date of the written examination, if any, 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.**

27. **Call Letters for interview : Call Letters for interview will not be sent by post.** The eligible candidates should login to their profile page via '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.**

28. For clearing doubts, candidates may call: 0484-2562235.

(By Order)


P. Krishna Kumar
Registrar General