

THE HIGH COURT OF KERALA

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A5-99842/2011/REC3

Kochi : 682 031
Dated : 17-02-2014

NOTIFICATION

High Court of Kerala invites applications from qualified Indian Citizens for temporary appointment to the post of COURT MANAGER in the High Court of Kerala.

1. **Recruitment No :11/2014**
2. **Name of the post**: COURT MANAGER
3. **Scale of pay** : ₹11910 - 19350(pre-revised)
4. **Number of vacancies**: 2 (Two).
5. **Method of appointment**: Direct recruitment.
6. **Mode of Selection**: Selection will be on the basis of interview. The interview will be common for the candidates who apply in response to this notification and notification No.REC4-5502/2014 dated 17-02-2014(Recruitment No.12/2014) for recruitment of Court Managers in the District Courts.
7. **Age Limit**: Candidates should not have completed 56 years as on the last date for submission of applications.
8. **Qualification**:
 - (a) A degree or advanced diploma in general management;
 - (b) 5 years' experience/training in systems and process management;
 - (c) 5 years' experience/training in IT systems management, HR management, financial systems management;
 - (d) Excellent people skills;
 - (e) Excellent communication skills;
 - (f) Excellent computer application skills.
9. **Term of Appointment**: The appointment will be purely temporary coterminous with the XIIIth Finance Commission Award period.
10. **Functions and Responsibilities**: With a view to enhancing the efficiency of court management and resultant improvement in case disposal, the Court Manager will support the Judges to perform their administrative duties, thereby enabling the Judges to devote more time to their judicial functions. Detailed Functions and Responsibilities are given in the website www.hckrecruitment.nic.in
11. The candidates should send along with the application self attested copies of certificates to prove their age, Degree/Provisional certificates to prove their qualification and documents to prove experience. Application not accompanied by proof of age, qualification and experience will be rejected.

12. Candidates who are in the service of the Government of India or any of the State Governments should route the applications through their Head of Office or Department.
13. The candidate should ensure that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is detected even after appointment, his/her service is liable to be terminated.
14. **How to Apply:** Interested candidates may send their applications in the prescribed format which is available in the website (www.hckrecruitment.nic.in) and notice board of the High Court. The envelope containing the application shall be superscribed 'Application for the post of Court Manager in the High Court.'
15. **Last date for receipt of applications:** Applications should reach '**The Registrar General, High Court of Kerala, Ernakulam, Kochi-682 031.**' on or before **18-03-2014.**
16. Applications which are not in accordance with this notification and received after the last date prescribed shall be summarily rejected.
17. For clarifications, if any, candidates may call : 0484-2562235.

(By order)

Venu Karunakaran
Registrar (Recruitment & Computerisation)