



## THE HIGH COURT OF KERALA

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**HCKL/5457/2024-REC4-HC KERALA**

**Date: 10.01.2025**

### 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 (<https://hckrecruitment.keralacourts.in>) from 15.01.2025 onwards. No other means/modes of application will be accepted.

2. **Recruitment Number** : 7/2025
3. **Name of Post** : Principal Counsellor
4. **Scale of pay** : ₹ 55200 – 115300
5. **Number of vacancies** : 4 (Anticipated) [Vacancies that may arise during the period of validity of the ranked list shall also be filled up from the list]
6. **Method of appointment** : Direct Recruitment
7. **Age limit** : 18 - 36. Candidates born between 02.01.1989 and 01.01.2007 (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. In the case of candidates with benchmark disabilities, Age relaxation upto 15 years will be granted to the blind and the deaf and dumb candidates and 10 years to candidates belonging to other categories of disabilities. However, in no case upper limit shall exceed 50 years].

**8. 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.

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

10. **Candidates who wish to apply from abroad** have to forward an email detailing their location with public IP address to the email id '[recruitment.hckerala@nic.in](mailto:recruitment.hckerala@nic.in)' and they will be allowed access to the recruitment portal in order to apply for the post. After completing online application process, such candidates have to inform the same via the above mentioned email.

11. **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 test shall be 100 and for the interview it shall be 50. Written test (if any) will be of objective type multiple choice questions consisting of 100 questions carrying 1 mark each. For every incorrect answer, ¼ mark

will be deducted. 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 Castes/Scheduled Tribes 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 minimum cut off 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. The number of candidates to be included in the ranked list prepared on the basis of the interview shall be decided by the Selection Committee having regard to the number of vacancies notified, the number of candidates appointed from the previous ranked list, nature of post and the chances of occurrence of future vacancies.

**12. 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.

**13. Scribe/ Compensatory Time for Candidates with Disabilities:**

- i) Differently abled candidates whose writing speed is affected can avail the services of a scribe. Such candidates should indicate their intention to avail the service of scribe in their online application. Only those candidates who opts the same at the time of application will be allowed to use the service of scribe.

- ii) The use of scribe will be governed by the guidelines prescribed by the High Court and candidates will have to produce a medical certificate and declaration at the time of the test in the prescribed format available in the recruitment portal (<https://hckrecruitment.keralacourts.in>). The qualification of the scribe should be one step below the minimum qualification prescribed for the post.
- iii) Differently abled 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 Medical Certificate to the effect that the candidate has physical limitation to write. The format of medical certificate is given in the 'Downloads' section in the recruitment portal of the High Court (<https://hckrecruitment.keralacourts.in>).

**14. Training:** Every person appointed shall undergo such training as may be prescribed by the High Court.

**15. 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.

**16. Candidates who are in the service of the Government of India or any of the State Governments,** while applying, should indicate the same in the online application form and they should obtain No Objection Certificate/ Service Certificate from their Head of Office or Department.

**17. Documents in original to prove age, qualifications, Community, Non Creamy Layer status, Economically weaker section status, No Objection Certificate/ Service Certificate etc.** should be produced as and when called for, failure of which may entail cancellation of candidature.

**18. How to Apply:**

- a) Candidates must complete "One Time Registration" using 'Register' link in the website (<https://hckrecruitment.keralacourts.in>) before applying for the post. Instructions for "One Time Registration" including guidelines for uploading photograph & signature and FAQ are given in "How to apply" link in the website. Candidates should read notification and the instructions under the "How to apply" link carefully before submitting online application and be ready with scanned images of photograph and signature, details of qualification, experience etc.

Before uploading the photograph and signature, the candidates should ensure that those are in conformity with the “Guidelines for Photograph and Signature”.

- b) Candidates who have already completed ‘One Time Registration’ shall ensure that all the entries in the profile page and related tabs are complete and upto date. They should also ensure that photograph and signature already uploaded by them are in conformity with the “Guidelines for Photograph and Signature”.
- c) 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, the candidate will not be allowed to write the examination. The specifications of the **photograph and signature** are as follows;

<b>Sl. No.</b>	<b>Image</b>	<b>Height</b>	<b>Width</b>
1	Photograph	200 to 250 pixels	150 to 180 pixels
2	Signature	100 to 130 pixels	150 to 180 pixels

- d) After entering the required details in “My Profile” page and related tabs, the candidates can apply for the post from “Apply Now” in the ‘Dashboard’ and proceed as per the instructions on the screen. Candidates must ensure that the details entered are correct by checking the preview of the application before submission of the application. Once submitted, no changes/ editing/ modification can be made in the application. Changes made in ‘My Profile’ page or related tabs after submitting an application will not be reflected in the already submitted application.
- e) Payment of application fee, if applicable, is the last stage of the application process and in such cases, the applications without completion of application fee payment process will be incomplete and will not be considered for selection process. Online and Offline payment methods are available for payment of application fee. For online payment, candidates shall follow the steps detailed for the same in “How to apply” link and ensure that the online payment is successful even though they have received message from their bank regarding successful payment of the amount. Candidates can check the status of online payment using ‘Verify E-Payment’ button given against the corresponding Application. Do not commence online payment again, in case, the amount has already been debited from your account. Your payment may be in clearing and

may take a few days to settle the amount. The amount may be got refunded in some cases. Candidates are requested to check their bank account statement in such cases. In case, the online payment does not become success towards the last date for the offline payment, candidates have to pay the application fee through Offline mode by presenting the chalan at any branch of the State Bank of India (SBI) on any day specifically mentioned in the notification for the said purpose. In case, two payments (online & offline payment) are made in respect of a single application, email shall be sent intimating the same, upon which the extra payment made will be refunded.

- f) For offline payments, chalan can be downloaded from the website and the payment can be made at any branch of State Bank of India within the time line specified in this notification. Copy of the paid chalan shall be retained by the candidate and be produced if called for.
- g) 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. Candidates are instructed to refer to the Terms & Conditions and policies with respect to payment, available in the payment page of the website.
- h) Candidates need not send the printout of the online application or any other documents to the High Court.

19. 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.

20. 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.

21. A candidate shall submit only one application. An application once made will not be allowed to be withdrawn.

22. 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.**

23. Applications which do not comply with the instructions in this notification and in the recruitment portal shall be rejected.

24. Candidates should have acquired the qualification and the experience prescribed on or before the last date for filing of online application. They should obtain the experience certificate on or before the said date.

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

<b>Date of commencement of filing of online application and remittance of application fee through online mode</b>	<b>15.01.2025</b>
<b>The date of closure of filing of online application and remittance of application fee through online mode</b>	<b>05.02.2025</b>
<b>Date of commencement of remittance of application fee through offline mode</b>	<b>11.02.2025</b>
<b>Last date for remittance of application fee through offline mode</b>	<b>19.02.2025</b>

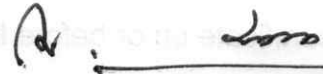
26. **Admission Tickets/Call Letters for Written Test/ Interview:**

- i) Candidates should login to their profile to download the Admission Tickets/Call Letters (<https://hckrecruitment.keralacourts.in>)
- ii) Admission Tickets for written test will be ready for download 21 days prior to the date of the written test and the Call Letters for Interview will be ready for download 15 days prior to the Interview and the candidate will be intimated through SMS/e-mail.
- iii) If a candidate is unable to download his/her Admission Ticket/Call Letter, he/she should contact the High Court at 0484-2562235 during office hours. The candidates are also advised to visit the recruitment portal of the High Court (<https://hckrecruitment.keralacourts.in>) at least once in a week to know about the schedule of the written test/ Interview.

27. Candidates are advised in their own interest to submit online applications much before the closing date and not wait till last date to avoid the possibility of inability/ failure to login to the recruitment portal of High Court.

28. In case of doubts, candidate 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)



Nixon M. Joseph  
Registrar (District Judiciary)