

THE HIGH COURT OF KERALA

A6-2759/2020

Kochi : 682 031
Dated : 17.06.2020

OFFICIAL MEMORANDUM

Sub:- Deputation to the office of various Legal Service Institutions in Kerala -reg.

- Ref:- 1. Letter No.2083/D/2020/KeLSA dated 22.05.2020 of the Member Secretary, Kerala State Legal Services Authority.
2. This office O.M. No. A1-39627/2011/A6 dated 05.07.2011

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It has been decided to call for willingness from the members of the High Court Service who have satisfactorily completed their period of probation in the entry category and have completed at least five years in the High Court service, for being considered to the undermentioned posts on deputation basis in the respective offices as detailed below :-

Sl. No	Name of the post	Name of the office and station	Method of appointment
1.	Section Officer (36,600-79,200)	Office of the District Legal Services Authority at Kollam, Palakkad, Manjeri and Pathanamthitta.	By deputation from the category of Section Officer in the Law Department or similar category of officers from the Kerala High Court Service or from any other state services with degree in Law.
2.	Secretary (29,200-62,400)	Office of the Taluk Legal Services Committee at Nedumangad, Kozhencherry, Mavelikkara, Chengannur, Devikulam, Peermade, Kothamangalam, Mukundapuram, Palakkad, Chittur, Mannarkkad, Alathur, Tirur, Perinthalmanna, Vadkara, Thaliparamba, Sulthan Bathery, Vythiri, Mananthavady and Hosdurg.	By deputation from the category of Legal Assistant Grade -II of Law Department or similar category of officers from the Judicial Ministerial Service or from any other subordinate services of the Government.
3.	Assistant	Office of the Kerala State Legal Services Authority at Ernakulam	By deputation from the category of Legal Assistant Grade II of Law Department or similar category of officers from the Judicial Ministerial Service or from any other subordinate services of the Government.

(P.T.O)

4	Clerk,ADR Centre, District Level (29200-62400)	Office of the ADR Centre, District Level at Pathanamthitta, Thodupuzha,Ernakulam, North Paravur, Kottayam, Thrissur,Trivandrum and Kollam	By deputation from the category of Legal Assistant Grade -II of Law Department or similar category of officers from the Judicial Ministerial Service or from any other subordinate services having a degree of Law
5	Head Clerk (27800-59400)	Office of the Permanent Lok Adalat at Ernakulam	In the category of Head Clerk from the State Subordinate Judicial Service or from High Court Services
6	Driver	Office of the Kerala State Legal Services Authority at Ernakulam	By deputation from the category of Driver in the Law Department or similar category of officers from any other subordinate services.
		Office of the ADR Centre, High Court at Ernakulam	

Accordingly, willing and qualified members of the High Court Service may submit their willingness and bio-data in the prescribed format appended herewith /available in 'A' Section, for being considered to the aforementioned posts on deputation basis on or before 19.06.2020 to the 'A' Section, High Court. **Willingness once given shall not be allowed to be withdrawn.**

Applications filed by qualified hands who have satisfactorily completed their period of probation in the entry category and have completed at least five years in the High Court service alone will be entertained.

(By Order)



C.G. Suresh Kumar
Assistant Registrar

To

The Deputy Registrar, Kerala Judicial Academy, Athani, Ernakulam
The Chief Librarian, High Court.

The Assistant Registrar, Court Officer's Section, High Court
All Section Heads, High Court

The Section Head, Kerala Judicial Academy, Athani,Ernakulam

(They shall bring the content of this O.M. to the notice of the officials working under them.

The Confidential Assistant to Director, Kerala Judicial Academy, Athani, Ernakulam

The Confidential Assistants to the Registrars and Additional Registrar (General Administration), High Court.

The IT Section, High Court (for uploading in the Website)

The Administrative Records Section, High Court.

The Notice Board, High Court.

The File.

BIO-DATA PROFORMA

1. Post applied for and name of Office/
Department to which applied :

2. Name (in capital letters),
Residential Address with contact number :

3. Age and date of birth :

4. Date of entry in High Court Service :

5. Present designation , Scale of pay and
Basic Pay :

6. Date of retirement :

7. Educational Qualifications :

Sl No.	Degree/Diploma	University	Year of passing

9. Training/Experience if any :

10. Any other special qualifications/experience :

11. Any other information :

Date:

Signature of the applicant-

Present Section/Place of posting-

Tele No.-

Through controlling Officer-