



THE HIGH COURT OF KERALA

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REC2 - 2891 / 2019 (2)

Kochi : 682 031
Dated : 22.10.2019

OFFICIAL MEMORANDUM

Sub:- High Court Establishment - High Court Office Procedure Test
2019- Online applications invited - Reg.

It is proposed to conduct the High Court Office Procedure Test as prescribed in the Kerala High Court Service Rules, 2007 for the members of the High Court Service.

2. The details of the test shall be as follows:-

- a) The test will consist of three subjects, viz. The Kerala High Court Act, 1958, the Rules of the High Court of Kerala, 1971 and the High Court Office Manual 2015
- b) The duration of the test will be 2 ½ hours.
- c) The candidates should write the test without books.
- d) The maximum marks for the test will be 100 and the minimum marks for a pass in the test will be 40.
- e) The question paper will have two parts, viz. Part 'A' and Part 'B'. In Part 'A', there will be questions for 75 marks on Kerala High Court Act, 1958 and the Rules of the High Court of Kerala, 1971 and in Part 'B', there will be questions for 25 marks on the High Court Office Manual 2015.
- f) Candidates shall answer questions from both Part 'A' and Part 'B'.
- g) Questions will be of short note type as well as of descriptive type.

3. Members of the High Court Service who wish to appear for the test are directed to submit online applications through the website www.hckrecruitment.nic.in , as per the schedule mentioned below.

Date of commencement of Registration & Application	1/11/2019
Date of closure of Registration & Application	15/11/2019

4. For the new applicants, the online application process has two steps - 'Register and Log in'. 'Register' is the first step for the registration of the applicants. 'Log in' is the second step of the process for those applicants who have completed the first step. **A candidate's online application is complete only if he/she completes both the steps.**

5. The candidates who have already registered for the Office Procedure Test need only to click the link '**Final Submission**' available in their home page and furnish the details required therein. **They should not re register since re-registering will lead to invalidation of the candidature .** Candidates can access their home page through **Log in** by providing the **Application Number** and **Key Number**. Those who forgot the key number can reset it from the link '**Forgot Key Number**' available in the recruitment portal home page itself.

6. To start the process of new registration, the candidates shall click the link **Office Procedure Test** provided under the head **In-service Examination** in the web page. At the time of new registration, the candidate has to fill in basic details about him/her such as name, designation, date of birth, sex, employment type, section, e-mail id, mobile no. etc. The candidates can edit their profile on basic details by clicking the link 'Edit Profile'.

7. The candidate should be ready with a scanned (digital) image of his/her photograph and signature. Candidate should read the **guidelines** for uploading photograph and signature available in the home page of the candidate . For photograph, the size of the file should be between 20 and 40 KB and its resolution 150(width)pixel by 200(height)pixel. For signature, it should be between 10 and 20 KB and its resolution 150(width)pixel by 100(height)pixel. 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 can not be identified from the photograph printed on the Admission Ticket, he/she will not be allowed to appear for the test.

8.. Towards the end of Registration, the candidate will be asked to generate a **Key Number**. The Key Number should contain eight characters with at least one upper case letter (A,B,C,...), one lower case letter (a,b,c,...), one digit (0,1,2,3,...) and one special character (! @ # \$ % ^ * () - + { } ; : < . >). The candidates are advised to note down the Key Number and to keep it securely since it should be entered each time for logging in to the system. On completion of the Registration, the candidate will be assigned with an **Application Number** which will be displayed on the screen and intimated to the candidates through SMS/E-mail.

After completing the registration process, the candidates can access their home page by log in using **Application Number** and **Key Number**. In the home page, the candidates have to upload their photo and signature. On uploading the photograph and signature, a fresh page shows the preview of the uploaded image. In case the candidate is not satisfied with the uploaded images, he /she should upload them again. The process can be repeated till satisfied. No change of photograph/signature is allowed once it is uploaded. Then the candidates have to click the link '**Final Submission**' in the home page and furnish the details required therein. The application process ends with final submission. Once an online application is finally submitted, no further changes can be made. Therefore, the candidates are instructed to ensure the accuracy and correctness of details furnished before clicking the '**Final Submission**' button.

9. The candidates are advised to take printout of the application and keep it for future reference. The candidates shall also keep the **Application Number** and **Key Number** securely as both are required for accessing their homepage in future.

10 . Admission tickets will be available to download in the portal and the candidates will be informed of such availability through SMS/E-Mail.

(By Order)



A.V. Pradeepkumar

Registrar (Recruitment & Computerisation)

To

1. All Section Heads, High Court.
(They shall bring the contents of this O.M. to the notice of the members of High Court Service working under their control).
2. The P.A. to the Chief Justice, High Court.
(For information to P.A. to Judges and Confidential Assistants, High Court).
3. The P.S to Judges, High Court.
4. The Notice Board.
5. The Administrative Records Section, High Court.
6. The file.