

THE HIGH COURT OF KERALA

A1- 111801/2014/A5

Kochi- 682 031  
Dated- 12.03.2019

**Official Memorandum**

Sub: High Court establishment- filling up of vacancy in the category of Assistant Protocol Officer, High Court- willingness called for- reg.

It is proposed to fill up the vacancy in the category of Assistant Protocol Officer, High Court, on the scale of pay of Rs.36600-79200 with Compensatory Allowance and Special Allowance @ Rs.500/- each per month, by appointment by transfer from among the members of staff who are approved probationers, with scale of pay equal to or lesser than that of Assistant Protocol Officer, possessing the required qualifications.

**Qualifications prescribed for the post are;**

University degree

**Desirable:**

1. Working knowledge in Hindi and other languages;
2. Experience in protocol work, tourism and public relations;
3. Knowledge of stenography;
4. Valid driving license for two wheelers and four wheelers;
5. Familiarity with Court procedure;
6. Ability to communicate and receptiveness to ideas;

Appointment will be subject to Rule 17 of the Kerala High Court Service Rules, 2007.

Members of the High Court Service who are eligible and willing to be appointed to the post, shall furnish their willingness along with their bio-data in the proforma appended herewith, to the 'A' Section, High Court, on or before 26.03.2019 (Self attested copies of the supporting documents should be furnished along with the willingness.)

(By Order)

  
G. Rathi  
Deputy Registrar

To

All Section Heads (They must bring the contents of this O.M to the notice of their subordinates)

The Kerala Judicial Academy, Athani.

The Kerala Administrative Tribunal, Principal Bench, Thiruvananthapuram

(through Registrar, with C/L)

The Kerala Lok Ayukta, Thiruvananthapuram

(through Registrar, with C/L)

p.t.o

- The Kerala Administrative Tribunal, Addl. Bench, Ernakulam  
(through Deputy Registrar (Judicial), with C/L)
- The Alternative Disputes Resolution Centre, Thalassery  
(through Member Secretary, KELSA, with C/L)
- The Permanent Lok Adalat for Public Utility Services, Thiruvananthapuram  
(through Member Secretary, KELSA, with C/L)
- The Taluk Legal Services Committee, Adoor  
(through Member Secretary, KELSA, with C/L)
- The Taluk Legal Services Committee, Thiruvananthapuram  
(through Member Secretary, KELSA, with C/L)
- The Taluk Legal Services Committee, Neyyatinkara  
(through Member Secretary, KELSA, with C/L)
- The Eranad Taluk Legal Services Committee, Manjeri  
(through Member Secretary, KELSA, with C/L)
- The Alternative Dispute Resolution Centre, Thrissur  
(through Member Secretary, KELSA, with C/L)
- The District Legal Services Authority, Alappuzha  
(through Member Secretary, KELSA, with C/L)
- The IT Section, High Court (for publishing in the High Court website)**  
The Notice Board, High Court  
The File/Stock File

**PROFORMA**

Name :  
Designation :  
Age & Date of Birth :  
Qualifications :

Date of entry in High Court Service :

Languages known:

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Read	Write	Speak fluently

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Experience in protocol Work, tourism, }  
public relations }

Details of driving licence :

Signature with date