



THE HIGH COURT OF KERALA

Website: <https://hckrecruitment.keralacourts.in>
e-mail: recruitment.hckerala@nic.in

Phone : 0484-2562235
Fax : 0484-2391720
Kochi : 682 031
Dated : 22/08/2026

HCKL/11616/2025-REC2-HC KERALA

NOTIFICATION

Applications are invited from qualified Indian Citizens for appointment to the following post in the High Court of Kerala. Candidate shall apply **ONLINE** through the Recruitment Portal (<https://hckrecruitment.keralacourts.in>) of the High Court. No other means/ modes of applications will be accepted.

1. **Name of the Post** : **CLERICAL ASSISTANT**
2. **Scale of Pay** : **₹25100- ₹57900**
3. **Number of vacancies, method of appointment and validity of ranked list**

Recruitment No	No. of vacancies	Method of appointment
20/2026	1(One)	Special Recruitment from persons with 1) Autism Spectrum Disorder(Mild), Specific Learning Disability, Mental Illness (40% to 70%) and 2) multiple disabilities involving combinations of :- (a) Blindness and Low Vision, (b) Deaf and Hard of Hearing, (c) Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims; with minimum one functional arm and (d) Autism Spectrum Disorder(Mild), Specific Learning Disability, Mental Illness (40% to 70%)

Note

1. The ranked list prepared for Special recruitment (Recruitment Nos. 20/2026) shall remain in force until candidates are advised and appointed against the vacancy notified.

2. *The minimum functional requirement prescribed for the post of Library Assistant in G.O. (P) No. 5/2023/SJD dated 01.10.2023 shall be applicable in special recruitment.(Rec.No. 20/2026).*

Applications of candidates other than those belonging to the above said category will be summarily rejected.

Minimum functional requirement : Sitting / Standing, Manipulation by Fingers, Reading & Writing, Communication.

4. **Age Limit :**

- i) Candidates born between 02/01/1986 and 01/01/2008 (both days inclusive) are eligible to apply.
- ii) Candidates belonging to Scheduled Castes/ Scheduled Tribes born between 02/01/1981 and 01/01/2008 (both days inclusive) are eligible to apply.
- iii) Candidates belonging to Other Backward Classes born between 02/01/1983 and 01/01/2008 (both days inclusive) are eligible to apply.
- iv) A candidate who is an Ex-serviceman or Ex-General Reserve Engineer Force person or a disembodied Territorial Army person, in reckoning the age for his eligibility for appointment can exclude the period of his service in the defence forces or in the General Reserve Engineer Force or in the Territorial Army, as the case may be, and the period of unemployment on discharge up to a maximum of five years provided he has not completed the age of 50 years.
- v) Age relaxation upto 15 years will be granted to the candidates belonging to “blind” ,“low vision” and the “deaf and hard for hearing” categories and 10 years to other categories of disabilities subject to the condition that in no case upper age limit shall exceed 50 years.
- vi) Age relaxation upto 5 years will be granted to widows subject to the condition that in no case upper age limit shall exceed 50 years.

5. **Qualification:**

“Plus Two or equivalent”

Note: *Those who claim equivalent qualification shall produce the respective Government order issued on or before the date fixed for closure of filing of online application to prove the claim as and when called for.*

All the qualifications must have acquired on or before the date of closure of filing of online application.

6. **Mode of Selection :**

- i) Selection will be on the basis of Written Test & interview OR interview only, having regard to the number of candidates. If written test is conducted, it will be of Objective Type with 75 minutes duration to be answered in OMR Answer Sheet and will have 3 sections (Total 100 marks) as follows :

(a) General Knowledge & Current affairs - 60 marks

(b) Basic Mathematics – 20

(c) General English -20 marks

The number of questions will be 100. Each question will carry 1 mark. For every incorrect answer, 1/4 mark will be deducted. The number of candidates to be included in the Short List of candidates to be called for the interview will be decided by the High Court having regard to the number of vacancies notified and chances of occurrence of vacancies.

- ii) Interview: The interview is for 10 marks. The minimum marks for being included in the ranked list will be 35% in the interview.

7. **Scribe/Compensatory time for differently abled candidates :**

i) Differently abled candidates whose writing speed is affected can avail the services of a scribe in the written test. Such candidates should indicate their intention to avail the service of scribe in their online application form.

ii) The use of service 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 test in the prescribed format available in the recruitment portal (please see 'Downloads' link in <https://hckrecruitment.keralacourts.in> for guidelines and certificate formats). The qualification of the scribe shall be at least one step below the minimum qualification prescribed for the post of Clerical Assistant.

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>).

8. **Application Fee :**

No application fee is charged.

9. **Examination Centre :** The written test will be held at Ernakulam.

10. Candidates who wish to apply for the post from abroad have to forward an email detailing their location with public IP address to the email id 'recruitment.hckerala@nic.in' and they

will be allowed access to the recruitment portal in order to apply for the post. Such candidates also have to inform via email after completing online application process.

11. Documents in original to prove age, qualification, disability etc. should be produced as and when called for, failure of which will entail cancellation of candidature. The relevant certificates/documents, which are valid on the date fixed for closure of filing of online application for the post or on the date of certificate verification shall be produced at the time of certificate verification in order to claim age relaxation benefits as claimed in the application.
12. The candidate shall produce a Job oriented physical and functionality certificate at the time of certificate verification. The format of the certificate is available under 'Downloads' link in the High Court recruitment portal (<https://hckrrecruitment.keralacourts.in>).
13. Candidates who are in the service of the Government of India or any of the State Governments, while applying, should obtain No Objection Certificate (NOC) / Service Certificate from their Head of Office or Department and keep it with them. If the candidate fails to produce the No Objection Certificate/Service Certificate as and when called for, his/her candidature will stand cancelled. (Format of NOC is available in the link '**Downloads**' in the recruitment portal)
14. The candidate, while applying for the post, should ensure that he/she fulfill the eligibility and other norms mentioned here. **The candidate should have acquired the prescribed qualification on or before the date fixed for closure of online application process. The date for determining whether a candidate does possesses the qualification shall be the date fixed for closure of online application process.**
15. The candidate should ensure that the particulars furnished by him/her are correct in all respects. Anything not specifically claimed in the application against the appropriate field will not be considered at a later stage. In case it is detected at any stage of the recruitment that a candidate does not fulfill the eligibility norms and/or that he/she furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If suppression of material facts or furnishing of any incorrect/false information is detected even after appointment, his/her service is liable to be terminated.
16. Applications not submitted in accordance with the eligibility and other norms mentioned in this Notification as well as the instructions published in the Recruitment Portal of the High Court will be summarily rejected.
17. **If candidates are found to indulge in any of the malpractices during the conduct of examination or at any stage of the selection process, they are liable to be disqualified and /or debarred by the High Court from applying for any post in the High Court either permanently or for any period as decided by the High Court.**

18. Canvassing in any form will entail cancellation of candidature.
19. Appointment from the Ranked List will be made in accordance with Rule 11(2) of the Kerala High Court Service Rules, 2007 and the rules made for the purpose from time to time.
20. **High Court reserves its right to modify or cancel the notification at any stage of the selection process. Decisions of the High Court in all matters regarding eligibility, conduct of written examinations/other test/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the High Court in this regard.**

21. **Steps for One Time Registration and submission of applications**

(a) Candidates must complete "One Time Registration" using "One Time Registration Login" link in the website (<https://hckrecruitment.keralacourts.in>) before applying for the post. The steps for "One Time Registration" are given in "How to apply" link in the website. Candidates shall read notification and "How to apply" carefully before submitting online application and be ready with scanned images of passport size photograph, signature, details of qualification, etc. **While uploading the passport size photograph, the face and shoulder should be clearly visible with face being centrally focused and the background of the photograph should be white/light coloured.**

(b) After entering the required details in "My Profile", 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. No request for changes/editing/ modification in the application form will be entertained thereafter.

(c) Candidates shall keep a copy (soft/hard) of the Application and keep it for future reference. They need not send the printout of the online application or any other documents to the High Court.

(d) Candidates should ensure that the details in the system generated printout of application are that of the candidates themselves.

22. **Admission Tickets for written test and Call Letter for interview:**

- (i) Candidates should login to their profile to download the Admission Tickets/Call Letters (<https://hckrecruitment.keralacourts.in>).
- (ii) The Admission Tickets for written test will be ready for download three weeks prior to the date of the written test and Call Letter for interview will be ready for download two weeks

prior to the date of interview and candidates will be intimated through SMS/e-mail.

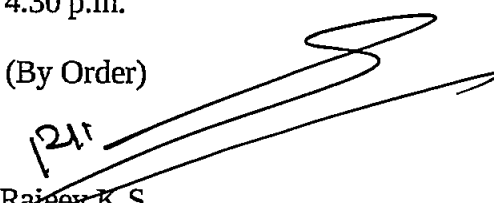
- (iii) If a candidate is unable to download his/her Admission Ticket/Call Letter, he/she should contact the High Court at 0484-2562235. In case no communication is received in the office of the High Court from the candidate regarding non-receipt of his/her Admission Ticket/Call Letter at least one week before the tests/ certificate verification as the case may be, he/she himself/herself will be solely responsible for non-receipt of his/her Admission Ticket/Call Letter. 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 tests/ certificate verification. **The candidates who attempts to appear/appeared with an edited/modified format of admission ticket other than the one originally available for download in the recruitment portal(<https://hckrecruitment.keralacourts.in>) will be disqualified from selection process and debarred either permanently or for any period as decided by the High Court.**
- (iv) The candidates should note that their admission to the written test and interview will be purely provisional based on the information given by them in the Online Application Form. This will be subject to verification of all the eligibility conditions by the High Court.
- (v) The mere fact that Admission Ticket/Call Letter has been issued to a candidate does not imply that his/her candidature has been finally cleared by the High Court or that entries made by the candidate in his/her application for the post of Clerical Assistant have been accepted by the High Court as true and correct. The High Court takes up the verification of eligibility conditions of a candidate, with reference to original documents, at the time of certificate verification.

23. **Important Dates to be remembered with regard to the submission of application:**

Date of commencement of filing of online application	24/08/2026
Date of closure of filing of online application	26/09/2026

24. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till last date to avoid the possibility of inability/failure to login to the recruitment portal of High Court.
25. In case of doubts, candidates may contact at 0484 - 2562235 (Recruitment & Examination Cell, High Court) on all working days between 10.00 a.m. and 4.30 p.m.

(By Order)


Rajeev K.S.

Registrar (Recruitment)