



THE HIGH COURT OF KERALA

Ernakulam-682031

Email: it.hckerala@gov.in

Phone: 0484-2562560

Date: 26.11.2019

IT(S1) – 60042 / 2019

NOTIFICATION

1. Digitisation of court records is one of the objectives under the eCourts Project-Phase II approved by the eCommittee of the Supreme Court and the Government of India. The High Court of Kerala has initiated a project comprising of Scanning, Indexing, Storing, Archiving & Retrieval of court records in digital form in a secure manner.
2. Applications are invited from retired officers and staff of the High Court of Kerala, for engaging in the Digitisation project of Court records in the High Court on daily wage basis, as shown in Table – 1 below;

TABLE - 1

<i>Designation in the project</i>	<i>Approx. no of employees required</i>	<i>Qualification / Requirement</i>	<i>Experience / Technical qualification</i>	<i>Wages / day (as per G.O. in force)</i>
<i>Digitisation Officer / Facilitating Officer</i>	64	<i>Officers retired from the categories of JR/DR/AR/FSO/SO /CO from the High Court service,</i>	<i>Experience in Judicial Side and basic computer knowledge is preferred.</i>	<i>Daily wage ₹1075/-. Maximum daily wage payable in a month ₹29,025/-.</i>
<i>Computer Assistant</i>	5	<i>Retired from High Court service.</i>	<i>1. Experience as Computer Assistant / PS/PA to Judges/ Confidential Assistant is essential. 2. Experience in spreadsheet application is necessary.</i>	<i>Daily wage ₹740/- Maximum daily wage payable in a month ₹19,980/-.</i>
<i>Office Attendant</i>	29	<i>Retired from High Court service.</i>	<i>1. Experience in Judicial Sections in the High Court is preferred. 2. Good physique.</i>	<i>Daily wage ₹660/- Maximum daily wage payable in a month ₹17,820/-.</i>

3. Job Description:

3.1 *Digitisation Officer / Facilitating Officer: (for Digitisation project of Court records)*

- a) To coordinate with the Records room and Records Maintenance Cell, High Court to monitor and ensure that records are properly weeded, indexed, bundled along with connected cases (if applicable), for handing over to digitisation service provider.
- b) To make sure that the records are properly weeded out in accordance with the prevailing destruction rules in force.
- c) To ensure correctness of the index and also to ensure that all the supporting documents are incorporated in order.
- d) To coordinate and ensure to-and-fro transmission of records between Records room / Record Maintenance cell, High Court and Digitisation Centre, as part of pre-scan, scanning & post scanning works in the Digitisation project of High Court records.
- e) To perform any additional works pertaining to the digitisation work, as and when required by the High Court.
- f) To assist quality checking, ensure quality of Digitised court records.

3.2 **Computer Assistant: (for Digitisation Project of High Court Records)**

- a) To assist activities pertaining to pre-scan, scanning & post scanning works in the Digitisation project of High Court records.
- b) To update the data regarding records movement as part of Digitisation project of High Court records, using the application made available by the High Court.
- c) To confirm inward / outward file movements in Sections/Units during the project.
- d) To perform any additional works pertaining to the digitisation work, as and when required by the High Court.

3.3 **Office Attendant (for Digitisation Project of High Court Records)**

- a) Facilitating the cleaning work of records, bundling and transmitting the records to and from the High Court to other Sections/ Digitisation centre, as directed by the officer authorised by the High Court.
- b) To assist activities pertaining to pre-scan, scanning & post scanning works in the Digitisation project of High Court records.
- c) To perform any additional works pertaining to the digitisation work, as and when required by the High Court.

4. **Nature of engagement:** The engagement will be temporary on daily wage basis. Daily wages will be paid on monthly basis, as shown in Table – 1 or as revised by the Government from time to time or as decided by the High Court.
5. **Nature of work:** The applicants should be willing to work in accordance with the requirements of the project and within the facilities available. Those engaged in the project will have to complete the assigned target within the specified time. The persons engaged will be responsible for the correctness of the work/data related to their assignment.
6. **Age Limit:** Persons completed 61 years of age as on 01.12.2019 will not be eligible to apply. At any time, persons above the age of 62 years will not be engaged for the project.
7. **How to apply:** The filled in application as per the attached format shall be addressed to the Registrar General, High Court of Kerala, Ernakulam by post, clearly mentioning “Application form for Digitisation project of Court Records” and “Post Applied for” on the cover.
8. **Last Date for submission of Application:** 16.12.2019 till 4.30 p.m.
9. **Mode of Selection:** Selection will be on the basis of interview. If number of candidates applying for these posts are disproportionately high, the High Court of Kerala has the authority to shortlist the candidates for interview. Canvassing any official of the High Court, will cause disqualification of the candidature.
10. Merely satisfying the eligibility does not entitle a candidate to be called for the interview. Also, if required, Document in original to prove the latest pension certificate, Identity Card issued from the High Court for retired members of the High Court, etc may be produced as and when called for, failing of which may entail cancellation of candidature. Verification will be done as per records available with the High Court establishment.
11. **Documents to be submitted:** Attach copy of Treasury Savings Bank (TSB) pass book along with pension drawing statement of last 3 months.
12. While applying for the post, the candidates should ensure that he/she fulfils the eligibility and other norms mentioned above. Applications not submitted in accordance with the eligibility and other norms mentioned in this Notification will be summarily rejected.
13. **Validity of Resource Team:** Selected candidates will be listed in a pool of resource team. The requirements that may arise during the period of digitisation project will be met from the resource team and the same will be revised periodically, as desired by the High Court. Inclusion in the resource team does not confer any right for the engagement in the project. Those included in the team should be available for engagement as and when required by the office.

14. 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 fulfil 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 any of these shortcomings are detected even after engagement, his/her service is liable to be terminated, without any notice.
15. List of candidates qualified for interview will be published on the High Court notice board and website (www.highcourtofkerala.nic.in). No personal communication will be sent by post.
16. In case of doubts, candidate may contact at 0484 – 2562560 (IT- Section, High Court) on all working days between 10 a.m. and 4.30 p.m.

(By Order)



A.V. Pradeepkumar

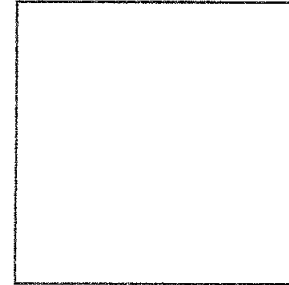
Registrar (Recruitment & Computerisation)

Application Form

For engagement of retired Officers and staff of the High Court of Kerala for Digitisation project of Court records in the High Court.

Tick the post applying for:

	<i>Digitisation Officer / Facilitating Officer</i>
	<i>Computer Assistant.</i>
	<i>Office Attendant.</i>



*(Affix recent
Passport size photo)*

Name	
Age as on 01.12.2019 & D.O.B.	
Pension Payment Order Number (PPO)	
Designation at the time of retirement	
Date of Retirement	
Sections in which worked during the High Court service.	
Permanent Address	
Address for communication	
Contact Number (All communication will be only through this number)	
Contact number in case of emergency.	

I hereby declare that the details furnished above is true to the best of my knowledge.

Place:

Date :

(Name & Signature)