



THE HIGH COURT OF KERALA

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HCKL/7373/2026-REC1-HC KERALA

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Date: 02.09.2026

NOTIFICATION

Applications are invited from qualified Indian Citizens for appointment (on term basis) to the post of Registrar (Protocol & Security Control) in the High Court of Kerala. Candidate shall apply online through the Recruitment Portal (<https://hckrecruitment.keralacourts.in/>). No other means/modes of application will be accepted.

1. Recruitment Number, Name of the post, Number of Vacancies and Validity

Recruitment Number	Name of the post	Number of Vacancies	Scale of Pay
22/2026	Registrar (Protocol & Security Control)	1 (One)	₹123700 - 166800

Validity:- The ranked list prepared pursuant to this notification shall remain in force for a minimum period of one year from the date on which it is brought into force and shall continue to remain in force until the publication of a fresh ranked list or till the expiry of two years, whichever is earlier.

2. Age Limit:

Candidates born between 02/01/1971 and 01/01/1991 (both days inclusive) are eligible to apply for the posts.

3. Qualifications:

Must be an ex-serviceman not below the rank of a Major in the Indian Army or its equivalent and having Degree in any subject/ Diploma in Public Relations.

Desirable: Minimum 2 years experience in Public Relations/Protocol Department

Note:- Those who claim equivalent qualification/ Higher Qualification which presuppose the acquisition of lower qualification prescribed for the post, 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.

4. **Method of Appointment:-** Term Appointment initially for a period of three years, extendable up to 5 years, subject to suitability.
5. **Mode of Selection:** Selection will be done on the basis of interview. Interview will be for 50 marks. The minimum marks for being included in the ranked list will be 35% in the interview.
(High Court reserves the right to shortlist the candidates before interview by prescribing qualifying marks based on their experience, qualifications, Exposure to protocol and liaison management and awards received for excellence)
6. **Application Fee:** ₹1000/- (Rupees One Thousand only). For payment of fee, candidates should either use system generated Fee Payment Challan or pay online through Debit Card/ Credit Card/Net Banking by following instructions on the screen. Bank Transaction charges for Payment of application fee, if applicable, will have to be borne by the candidate.
7. Candidates possessing degrees which are not awarded by the Universities in Kerala should obtain certificate of recognition of their degrees from any of the Universities in Kerala and keep it with them. The certificate of recognition of the degree should be produced as and when called for, failure of which will entail cancellation of candidature.
8. Candidates who wish to apply from abroad have to forward an e mail 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.
9. Documents in original to prove age, qualifications, experience, award etc. should be produced as and when called for, failure of which will entail cancellation of candidature.
10. Candidates 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.
11. 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.

12. Canvassing in any form will entail cancellation of candidature.

13. **If candidates are found to indulge in any of the malpractices during the conduct of interview or at any stage of the selection process, they are liable to be disqualified/ debarred by the High Court and/or from applying for any post in the High Court either permanently or for any period as decided by the High Court. The candidate who attempts to appear/or appear with an edited/modified format of Call Letter other than the one originally available for download will be disqualified from the selection process and they will be debarred permanently.**

14. 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, shortlisting of candidates for interview would be final and binding on all candidates. No representation or correspondence will be entertained by the High Court in this regard. In the event of cancellation of notification, the remitted fee will be returned to the designated bank account.

15. 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 the notification and 'How to apply' carefully before submitting online application and be ready with scanned images of photograph and signature, details of qualification, etc.
- b) After entering the required details in 'My Profile', the candidates can apply for the post from 'Apply Now' in '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.
- c) Payment of application fee is the last stage of application process and in such cases, **the applications without completion of application fee payment process will be incomplete and will not be considered for selection process.** Online and Offline payment methods are available for payment of application fee. For online payment, candidates shall follow the steps detailed for the same in 'How to Apply' link and ensure that the online payment is successful even though they have received message from the bank regarding successful payment of the amount. For Offline payments, challan can be downloaded from the website and the timeline for offline payments shall be as given in the notification. Copy of the paid challan shall be

retained by the candidate and be produced if called for.

- d) Payment of fee by Demand Draft/Cheque/Money Orders/Postal Orders etc. will not be accepted. Fee once paid will not be refunded on any account nor can it be held in reserve for any other examination. Candidates are instructed to refer to the Terms & Conditions and policies with respect to payment, available in the payment page of the website.
- e) Candidates **should take printout of 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.

16. Call Letters for Interview:

- (i) Candidates should login to their profile to download their Call Letters (<https://hckrecruitment.keralacourts.in>).
- (ii) The Call Letters for Interview will be ready for download two weeks prior to the Interview and candidates will be intimated through SMS/e-mail.
- (iii) If a candidate is unable to download his/her 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 candidates regarding non-receipt of his/her Call Letter at least one week before the Interview, as the case may be, he/she himself/herself will be solely responsible for non-receipt of his/her Call Letter. 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 Interview. Candidates should note that their admission to the 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.
- (iv) The mere fact that 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 candidates in his/her application for the post 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.

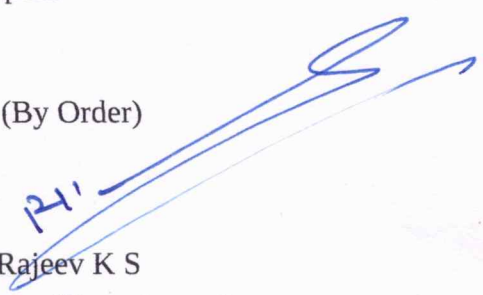
17. Important Dates to be remembered with regard to the submission of application:

Date of commencement of filing of online application and remittance of application fee through online mode	05.09.2026
Date of closure of filing of online application and remittance of application fee through online mode.	03.10.2026
Date of commencement of remittance of application fee through offline mode.	06.10.2026

Last date for remittance of application fee through offline mode.	13.10.2026
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18. 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.
19. In case of doubts, candidate may contact at 0484 -2562235 (Recruitment & Examination Cell, High Court) on all working days between 10 a.m. and 4.30 p.m.

(By Order)


Rajeev K S

Registrar (Recruitment)