THE HIGH COURT OF KERALA

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A6-35199/2017/REC2

Kochi: 682 031
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NOTIFICATION

Online applications are invited from qualified Indian citizens for appointment to the post of **PLUMBER/PUMP OPERATOR** in the High Court of Kerala. Candidates shall apply online through the Recruitment portal of the High Court **www.hckrecruitment.nic.in**. No other means/modes of application will be accepted.

1. **Recruitment Number** - **6/2017**
2. **Name of the Post** - **PLUMBER/PUMP OPERATOR**
3. **Scale of Pay** - **₹ 18000– 41500**
4. **Number of vacancy** - 1 (One) (Vacancies that may arise during the period of validity of the ranked list shall also be filled up from the list. The ranked list prepared pursuant to this notification shall remain in force for a minimum period of two years from the date on which it is brought into force and shall continue to remain in force until the publication of a fresh list or till the expiry of three years, whichever is earlier).
5. **Method of appointment** – Direct Recruitment.
6. **Mode of selection** – The selection will be on the basis of written test and Interview.
7. **Age limit** -
   1) Candidates born between 02/01/1981 and 01/01/1999 (both days inclusive) are eligible to apply.
   2) Candidates belonging to Scheduled Caste /Scheduled Tribes born between 02/01/1976 and 01/01/1999 (both days inclusive) are eligible to apply.
   3) Candidates belonging to other Backward Classes born between 02/01/1978 and 01/01/1999 (both days inclusive) are eligible to apply.
   4) 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.
8. **Qualification-**
   1) SSLC.or equivalent
   2) National Trade Certificate in the trade of Plumber and experience of atleast 2 years as Plumber /Pump Operator.

   Note:1. Candidates called for interview will have to produce Experience Certificate in original containing all relevant details as required.
   2. Physically challenged persons are not eligible to apply.

9. **How to apply:**

(1) The online application process has two parts - **STEP-I** and **STEP-II**. 'STEP-I /New Applicant' is the first part for registration of the applicants. 'STEP-II /Registered Applicant' is the second part of the process for those applicants who had completed STEP-I. A candidate's online application is complete only if he/she completes both the STEPs which includes the submission of applications by completing the **'FINAL SUBMISSION'** option available in STEP – II process.

(2) To start the process, the candidates should click the link **'STEP-I / New Applicant'** below the head **'Apply Online'** seen on the right side of the web page. This will take the candidate to the next page where the option of **'POSTS'** are displayed. The candidates can access the **RECRUITMENT OF PLUMBER / PUMP OPERATOR main page** (hereafter called the main page) by clicking the option **'PLUMBER / PUMP OPERATOR'** available there. Before proceeding further, the candidate should read the detailed notification in the home page and *How to Apply, Guidelines for Photo & Signature, FAQ and Sample Application Form* provided there. He/She should also be ready with his/her scanned Photograph & Signature (in a pen drive or CD) and the details to be filled in the online application.

(3) In STEP-I / New Applicant, the candidate has to fill in basic information about him/her. The information provided during STEP-I/ New Applicant process is of permanent nature and cannot be modified.

(4) In STEP-II / Registered Applicant, the candidate has to upload his/her scanned photograph and signature, fill in fee payment details and detailed information about him/her. The details furnished by the candidates during STEP-II process can be modified till the **Final Submission** of online applications. ***However, the photograph and signature once uploaded cannot be changed.***

(5) Candidates are advised to have a ***valid Mobile Number / valid personal e-mail ID***. It should be kept active in the duration of the recruitment. No request for change of Mobile Number / e-mail ID will be entertained. High Court will send various intimations relating to the recruitment as **SMS/e-mail** to this Mobile Number/e-mail ID.

(6) If the candidate does not mention his/her Mobile Number/e-mail ID, no intimation relating to the recruitment will be sent to the candidates. Such candidates will have to visit the Recruitment Portal frequently for getting information about the recruitment.

(7) Before applying online, the candidate will be required to have a ***scanned (digital) image of his/her photograph and signature*** as per the specifications given in the link **"Guidelines for Photo & Signature"** available in the main page. For photograph, the size of the file should be between 20 and 40 KB with dimensions of 200 pixels height and 150 pixels width and for signature, it should be between 10 and 20 KB with dimensions of 100 pixels height and 150 pixels width. 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 cannot be identified from the photograph printed on the Admission Tickets, he/she will not be allowed to appear for the written test.

(8) The candidate should also keep the particulars of educational qualifications and other personal details ready before applying as these details are required to be entered in the online Application Form. The detailed requirements are given in the links **"Sample Application Form"** available in the main page.

(9) Towards the end of STEP-I process, the candidate will be asked to generate a **Key Number.** The Key Number should be **eight digit** long and it should contain at least one upper case letter (A,B, C,....), one lower case letter (a,b,c,.....), one digit (0,1,2,3,....) and one of the special characters (!, @, #, $, %, ^, *, (,),_,-, +). **The candidate is advised to note down the Key Number and to keep it securely till the selection process is over since it is required to be entered each time he/she logs into the system.** Under no circumstances, should he/she share/mention Key Number with/to any other person.

(10) On completion of STEP-I/New Registration, the candidate will be assigned an **Application Number** which will be displayed on the screen and intimated to the candidates through SMS/e-mail and candidate can take a print of the system generated Fee Payment Challan by clicking on the link **"Download Challan".** The candidate can also take a print of the Fee Payment Challan by clicking on the link "Download Challan" in the profile of the candidate in STEP-II.

(11) Making use of this Challan, the candidate can deposit the fee in cash at any branches of the State Bank of India **after two banking days on completion of STEP-I Process or on receipt of an SMS alert in this regard, whichever is earlier.**

(12) Candidates are required to pay application fee stated as below:

Category of Applicants	Amount of Fee
Scheduled Castes / Scheduled Tribes	Nil
All others	₹300

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 examinations or selection.

(13) The bank will not accept any other challan/form for the payment of fee by cash. On depositing the fee by this challan, the bank will provide a "Journal Number". The candidate should ensure that on deposit of fee, the bank branch issues to him/her the CANDIDATE COPY of the Challan with Journal number and Date of Deposit clearly written/stamped in it as these are required for fee validation. ***Those who have to pay fee can proceed with STEP-II only after 2 banking days of making the fee payment or on receipt of an SMS alert in this regard, whichever is earlier.*** However, the uploading of the photograph and signature in STEP-II can be made even before fee payment, if the candidate so desires.

(14) To continue the application process, the candidate has to log in to the system by clicking on the link "STEP-II/Registered Applicant" in the home page. For this the Application Number and Key number of the candidate are required. Then the candidate will have access to the profile of the candidate.

(15) A **candidate who is exempted from payment of application fee can directly log in by clicking on "STEP-II/Registered Applicant" immediately on completion of STEP-I and continue with the application process.**

(16) In the profile of the candidate, the links - Upload Photograph and Signature, Download Challan, Fee Validation, Application, Experience, Final Submission and Print Application are available to the candidate. Only after the completion of uploading of photograph and signature and fee validation, can the candidate proceed with the other links in STEP-II.

(17) After satysfying that the information furnished are correct and complete, the candidate must finally submit the Application by clicking the link "Final Submission" and furnishing the details required therein and click the "Proceed" button. **The process of online application will be complete only on Final Submission of application as stated above. Once an online application is finally submitted, no further change can be made in STEP-II.** Therefore, the candidates are instructed to ensure the accuracy and correctness of details furnished before clicking the 'Final Submission' button.

(18) The candidates can take printout of Application and keep it for future reference. **They need not send the print out of the online application or any other documents to the High Court.**

(19) The candidates should ensure that the details in the system generated printout of Application are that of the candidates themselves

10. **Admission Tickets for the written test:**

(1) The candidates should download the Admission Tickets from the link "STEP-II/Registered Applicant" in the Recruitment Portal **(www.hckrecruitment.nic.in)**

(2) The Admission Tickets will be ready for download three weeks prior to the date of the written test and the matter will be informed through SMS/e-mail.

(3) If a candidate is unable to download his/her Admission Ticket, 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 atleast 2 weeks before the written test, he/she himself/herself will be solely responsible for non-receipt of his/her Admission Ticket. The candidates are also advised to visit the recruitment portal of the High Court (www.hckrecruitment.nic.in) atleast once in a week to know about the schedule of the written test.

(4) The candidates should note that their admission to the written test 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.

(5) The mere fact that Admission Ticket has been issued to a candidate will 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 **Plumber/Pump Operator** has 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, only after the candidate has qualified for the interview.

11. **Call letter for the interview:**

(1) The candidates should download the Call Letters for the Interview from the link "STEP-II/ Registered Applicant" in the Recruitment Portal (www.hckrecruitment.nic.in).

(2) The Call Letters for the Interview will be ready for download two weeks prior to the date of the interview and the matter will be informed through SMS/e-mail.

(3) If a candidate is unable to download his/her Call Letter for the Interview, 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 Call Letter for the Interview atleast a week before the interview, he/she himself/herself will be solely responsible for non-receipt of his/her Call Letter for the Interview. The candidates are also advised to visit the recruitment portal of the High Court (www.hckrecruitment.nic.in) atleast once in a week to know about the schedule of the interview.

(4) The 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.

12. An application once made will not be allowed to be withdrawn.

13. ***Important dates to remember with regard to the submission of application***

Date of commencement of STEP – I and STEP – II Process	10.8.2017
Closure of STEP- I Process	13.9.2017
Last date for remittance of Application Fee	20.9.2017
Closure of STEP – II Process	27.9.2017

14. Appointment from the ranked list prepared as per the notification will be made in acoordance with rules of reservation prescribed in Rules 14 to 17 of Part II of the Kerala State and Subordinate Services Rules, 1958 and in accordance with the rules made for the purpose from time to time.

15. While applying online for the post, the candidates should ensure that he/she fulfills the eligibility and other norms mentioned above. The candidate should have acquired the prescribed qualification on or before the last date fixed for receipt of online applications. The date for determining whether a candidate does possess the qualification shall be the date fixed for closure of **STEP – II** process.

16. Documents in original to prove age, community, Non Creamy Layer status etc. should be produced as and when called for.

17. While applying, candidates who are in the service of the Government of India or any of the State Governments should obtain No Objection Certificate from their Head of Office or Department and keep it with them. If the candidate fails to produce the No Objection Certificate as and when called for, his/her candidature will stand cancelled.

18. Candidate should ensure that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has 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 appointment, his/her service is liable to be terminated. Anything not specifically claimed in the application against the appropriate field will not be considered at a later stage.

19. In case of doubts, candidates may call at 0484 – 2562235 (Recruitment Cell, High Court) ,on all working days between 10.00 a.m and 4.00 p.m

(By Order)

23/08/2017

Venu Karunakaran
Registrar(Recruitment & Computerisation)