THE HIGH COURT OF KERALA

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HCKL/7935/2026-REC3-HC KERALA

Dated : 15/10/2026

NOTIFICATION

Applications are invited from qualified Indian Citizens belonging to the Scheduled Castes in the State of Kerala for appointment to the NCA Vacancy 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. **Recruitment No.** : **7/2026**
2. **Name of the Post** : **TELEPHONE OPERATOR**
3. **Scale of Pay** : **₹ 31100-66800**
4. **Number of Vacancies and Validity of Ranked List** : **Scheduled Castes – 1 (One)**
   (This is the Second NCA notification for the vacancy that arose from the Ranked List No. REC 3-1796/2024 dated 24.10.2025 (Rec. No. 18/2024). The ranked lists prepared as per this notification shall remain in force until candidate is advised and appointed against the vacancy earmarked for Scheduled Castes).
5. **Method of Appointment** : Direct Recruitment (Candidates belonging to the Scheduled Castes in the State of Kerala alone are eligible to apply for)
   Note:- *Applications from candidates belonging to other communities will be summarily rejected.*
6. **Qualification** :
   1. Plus Two or equivalent.
   2. Diploma in Electronics awarded by an Institution recognized by the Government.
   3. Six months experience as Telephone Operator/Receptionist and in Computer Operation.
   4. Fluency in English, Malayalam and Hindi.

   Note:-

   1. 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.

   2. Candidates may refer to Clause 22 of this notification for details regarding uploading their documents towards proof of their qualification for the post. The format of the experience certificate is available in the 'Downloads' link in the Recruitment Portal of the High Court. Based on the scrutiny of the uploaded documents, eligible candidates will be called for the Written Test (if conducted) and Interview.

   3. Shortlisted candidates will have to submit the experience certificate (in original) in the

prescribed format at the time of the interview.

7. **Age Limit** :
   i) Candidates born between 02/01/1981 and 01/01/2008 (both days inclusive) are eligible to apply for.
   ii) 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 upto a maximum of five years provided he has not completed the age of 50 years.
   iii) Age relaxation up to 15 years will be granted to the candidates belonging to the category of Blind and Low Vision and 10 years to candidates belonging to other categories of disabilities subject to the condition that in no case upper age limit shall exceed 50 years.
   iv) Age relaxation up to 5 years will be granted to widows subject to the condition that in no case upper age limit shall exceed 50 years.
8. **Mode of Selection** :
   1) Selection will be on the basis of Interview **OR** Written Test & Interview having regard to the number of candidates.
   2) If the Written Test is conducted, it will be of Objective Type with 75 minutes duration consisting of three sections with marks shown against each (Total 100 marks) as follows:
      a) Questions based on the syllabus related to Diploma in Electronics – 50 marks
      b) General Knowledge/ Current Affairs – 30 marks
      c) Questions to test proficiency in English language – 20 marks.
   3) The number of questions will be 100. Each question will carry 1 mark. For every incorrect answer, 1/4 mark will be deducted.
   4) Total marks for the Interview shall be 10.
   5) The minimum marks to be secured by the candidate for being considered for inclusion in the ranked list will be 35% marks in the Interview.
9. **Application Fee** : **No application fee is charged.**
10. **Scribe/ Compensatory Time for Candidates with Disabilities (If Written Test is conducted)** :
    i) Differently abled candidates whose writing speed is affected can avail the services of 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 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 the test in the prescribed format available in the recruitment portal (https://hckrecruitment.keralacourts.in). The qualification of the scribe shall be atleast one step below the minimum qualification prescribed for the post.
    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 in the prescribed format to the effect that the candidate has physical limitation to write. The format of medical certificate is given in the 'Downloads' link in the recruitment portal of the High Court (https://hckrecruitment.keralacourts.in).
11. **Examination Centre** : The Written Test (if conducted) will be held at Ernakulam.
12. Candidates who wish to apply for 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.
13. Documents in original to prove age, qualification, caste etc. should be produced as and when

called for, failure of which will entail cancellation of candidature. The Caste Certificate which is 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 reservation and/or age relaxation benefits as claimed in the application. The Caste Certificate must be in the format appended to the G.O. (P) No. 11/2026/SCSTD dated 14.03.2026.

14. The differently abled candidates claiming age relaxation shall produce a Job oriented physical and functionality certification as per G.O.(P) No. 5/2023/SJD dated 01.10.2023 to prove the disability claimed in their application at the time of certificate verification. The format of the certificate is available under 'Downloads' link in the recruitment portal (https://hckrecruitment.keralacourts.in).
15. Candidates who are in the service of the Government of India or any of the State Governments, while applying, should indicate the same in the online application form and they should obtain No Objection Certificate/ Service Certificate from their Head of Office or Department. If the candidates fail to submit the No Objection Certificate/ Service Certificate as and when called for, his/her candidature will stand cancelled.
16. The candidate, while applying, 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 possess the qualification shall be the date fixed for closure of online application process.**
17. 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.
18. 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.
19. **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/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.**
20. Canvassing in any form will entail cancellation of candidature.
21. **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.**
22. **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 and 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. (For details please read "Guidelines for Photograph and Signature" in the "How to apply" link given in the website.)**

b) **After logging into the profile, candidates should select the "My Profile" option available**

in the dashboard and should enter the required details.

c) **In the next step, candidate has to select the "Upload documents" option available in the dashboard and should upload the documents of qualification for the post.**

Copy of Documents to be uploaded

1) Plus Two or equivalent Certificate.
2) Diploma in Electronics awarded by an Institution recognized by the Government.
3) Experience Certificate with six months experience as Telephone Operator/ Receptionist and in Computer Operation. Experience Certificate should be in the required format as available in **'Downloads'** link in the Recruitment Portal of High Court of Kerala.
4) Any other relevant documents.

The documents should be properly scanned and it should be legible. Candidates can preview the uploaded documents before submitting them. Once submitted, the documents cannot be re-uploaded or deleted. Eligible candidates will be called for Written Test (if conducted)/ Interview only after the scrutiny of the uploaded documents.

d) **Once the documents of qualification are uploaded, candidates can select the 'Apply Now' option available 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.**

e) 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.

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

23. **Admission Ticket for Written Test (if conducted) / 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 the Call Letters for Interview will be ready for download two weeks prior to the date of Interview and the candidate 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 during office hours. 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 Written Test/Interview, 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) atleast once in a week to know about the schedule of the Written Test/ Interview. **The candidate 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 the 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/ 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 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, only after the candidate has qualified for the interview.

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

Date of commencement of filing of online application	**16/10/2026**
Date of closure of filing of online application	**16/11/2026**

25. Candidates are advised in their own interest to submit online applications much before the closing date and not wait till last date to avoid the possibility of inability/ failure to login to the recruitment portal of High Court.
26. 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)