

A person who is otherwise qualified for appointment by transfer but is not holding any of the posts enumerated below at the time of his application for appointment by transfer, shall be eligible for appointment if he has held any one or more of such posts at any time for the prescribed number of years and is holding a post in a higher scale of pay in any of the offices from which appointment is to be made.

Note:- Save as otherwise provided, eligibility to apply shall be determined with reference to the last date fixed for the closure of Step-II process of online filing of applications.

Feeder categories of officers for Recruitment by Transfer:

- i. Assistant Public Prosecutor Grade I & II
- ii. Assistant Registrars and other officers of the High Court in the same scale of pay of Assistant Registrars, Personal Assistant to the Chief Justice, Additional Personal Assistant to the Chief Justice, Section Officers, Librarian, Reference Librarian, Court Officers, Filing Scrutiny Officers, Accountant, Head Translator, Private Secretary to Judges including Higher Grade and Personal Assistant (Selection Grade) to Judge in the High Court of Kerala.
- iii. Under Secretaries, Section Officers and Librarian in the Advocate General's Office.
- iv. Section Officers and Librarian in the Law Department, Government Secretariat.
- v. Sheristadars of District Courts, Additional District Courts, Special Courts, the Office of the Motor Accidents Claims Tribunals, the Office of the State Transport Appellate Tribunal, Family Court and Wakf Tribunals and Sub Courts, Senior Superintendents of the District Courts and Additional District Courts and Selection Grade Confidential Assistants in the Subordinate Civil Courts.
- vi. Sheristadars of Chief Judicial Magistrate's Courts and Selection Grade Confidential Assistants in the Subordinate Criminal Courts.
- vii. Full time Assistant Professors of Government Law Colleges.
- viii. Principal Counsellors of the Family Courts in the State of Kerala

8. Reservation of appointment for Regular vacancies:

- a) The rules relating to reservation of appointments for candidates belonging to Scheduled Castes, Scheduled Tribes and non-creamy layer of Other Backward Classes contained in Part II of the Kerala State and Subordinate Services Rules, 1958 (Rules 14 to 17) shall apply to appointment by direct recruitment. Rule 5(3) of the Kerala Judicial Service Rules, 1991 shall apply to the appointment by transfer.
- b) One percent of vacancies shall be reserved for persons with disabilities having Locomotor disability-moderate provided that the Medical Board constituted for assessment certifies that the candidate will be able to perform the duties of Judicial Officer with the aid of Assistive Technologies and the candidate qualifies in the selection in terms of the Kerala Judicial Service Rules, 1991.

9. Scheme of the Preliminary Examination:

The preliminary examination will consist of one paper of objective type screening test based on the syllabus given below containing 100 multiple choice questions, each question carrying two marks. Maximum marks will be 200 and one mark will be deducted for each incorrect answer. The duration of the preliminary examination will be two and half hours. The preliminary examination is conducted for the purpose of

shortlisting the candidates and the marks obtained in the preliminary examination shall not be counted for determining the final order of merit of the candidates.

The ratio of notified vacancies to the number of successful candidates in the preliminary examination shall be 1:10. If more than one candidate obtains the same mark as that of the last candidate in the descending order of merit, all such candidates securing identical mark shall be treated as qualified for the main examination. Only those candidates who are declared by the High Court to have qualified in the preliminary examination will be eligible for admission to the main written examination provided they are otherwise found eligible for admission to the main examination. Short list of candidates selected for the main examination will be published by the High Court in the Notice Board and the recruitment portal of the High Court.

10. Syllabus for the Preliminary Examination:

Part A	Code of Civil Procedure, Indian Contract Act, Negotiable Instruments Act, Transfer of Property Act, Specific Relief Act, Kerala Building (Lease and Rent Control) Act.
Part B	Code of Criminal Procedure, Indian Penal Code, Indian Evidence Act.
Part C	Constitution of India, Legal G.K., Reasoning & Mental ability.

11. Scheme of the Main Examination:

- a) Written Examination: The Kerala Judicial Service Main (Written) Examination will consist of 4 papers, each carrying 100 marks at a total of 400 marks, based on the syllabus given below. The prescribed duration for each paper will be three hours. The number of candidates for viva voce shall not ordinarily exceed three times the number of notified vacancies.
- b) Viva-Voce: Maximum marks for viva voce shall be 50. Only those candidates who are shortlisted as per the above scheme shall be called for viva-voce. The cut off marks in the viva-voce is fixed at 40% for general and OBC candidates and 35% for candidates belonging to Scheduled Caste and Schedules Tribes. Fraction of half or more than half shall be regarded as full marks and less than half shall be ignored. The marks secured by a candidate in the viva-voce shall be added to the total marks secured by him/her in the Main (written) examination.

12. Syllabus for the Main (Written) Examination :

Papers	Subjects
Paper-I	English Grammar, General Essays (two), Translation of Malayalam Depositions/Documents to English and vice-versa, Precis writing.
Paper-II	Part-A: Indian Contract Act, Transfer of Property Act, Limitation Act, Specific Relief Act, Easements Act, Kerala Building (Lease and Rent Control) Act, Hindu Succession Act, Indian Succession Act - Parts V, VI & X, Dissolution of Muslim Marriage Act. Part-B: Kerala Court Fees and Suits Valuation Act, Kerala Stamp Act, Kerala State Legal Services Authorities Act, The Kerala Panchayath Raj Act -Ch. X, XI, XXIA & XXIII, Kerala Municipality Act - Ch.IX, X, XXIV & XXV, Negotiable Instruments Act (except Ch. XVII), and Registration Act.

Paper-III	<p>Part-A: Indian Penal Code, Indian Evidence Act, Abkari Act, Negotiable Instruments Act -Ch. XVII, The Protection of Women from Domestic Violence Act.</p> <p>Part-B: Juvenile Justice (Care and Protection of Children) Act, Kerala Police Act, Probation of Offenders Act, Forest Act, N.D.P.S. Act (provisions relating to bail and trial by Magistrates).</p>
Paper-IV	<p>Part-A: Code of Civil Procedure, Civil Rules of Practice, Kerala Civil Courts Act, Order in Interlocutory Application/ Framing of issues/Judgment writing (Civil)</p> <p>Part-B: Code of Criminal Procedure, Criminal Rules of Practice, Framing of charges/Order in Criminal Miscellaneous Petitions/ Judgment writing (Criminal)</p>

13. **Training:** Every person selected for appointment shall undergo training for a period of not less than one year extendable up to two years. The training will be conducted by the Kerala Judicial Academy.
14. **Probation:** Every person appointed shall be on probation for a total period of two years on duty within a continuous period of three years from the date on which he joins duty.
15. **Tests:** Every person appointed shall, within the period of probation, pass the Account Test for Executive Officers of the Kerala State or the Account Test (Lower) unless he has already passed either of those tests.
16. **Pre-examination training to Scheduled Castes/Scheduled Tribes candidates:** A pre-examination training of a short duration will be conducted by the Kerala Judicial Academy for the candidates belonging to Scheduled Caste/Scheduled Tribes, who qualify in the Preliminary Examination. Such training shall be given only if there are sufficient number of candidates in that category who qualify in the Preliminary Examination. No fee will be charged for the training. The candidates will not be eligible for any stipend or allowance for attending the training. The expenses of boarding and lodging will not be met by the High Court.
17. **How to Apply:**
- 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 application by clicking the **'FINAL SUBMISSION'** option available in Step-II process and **payment of application fee**.
 - Eligible candidates are required to apply only **'ONLINE'** through the website www.hckrecruitment.nic.in. To start the process, the candidates should click the link **'Step-I/ New Applicant'** in the web page or the **'Apply Online'** button available against the notification link. This will take the candidate to the next page where the options of **'POSTS'** are displayed. The candidates can access the **RECRUITMENT OF MUNSIFF-MAGISTRATE main page** (hereafter called the main page) by clicking the option **'Munsiff-Magistrate'** available there. Before proceeding further, the candidate should read the detailed notification in the home page and *How to Apply, Guidelines for Photograph & Signature, FAQ and Sample Application Form* provided in the main page. He/She should also be ready with his/her *scanned Photograph & Signature* as specified in clause (j) below or in *Guidelines for Photograph & Signature* (in a pen drive or CD) and the details to be filled in the online application. No other means/modes of application will be accepted.