

BAR COUNCIL OF KERALA

(Statutory Body Constituted under the Advocates Act, 1961)

Bar Council Bhavan

High Court Campus Enrkaulam-682031

Invites applications for appointment of Secretary, Bar Council of Kerala on permanent basis.

1. Name of the post: Secretary (1 post)

2. Qualification/Eligibility

(a) Essential

(i) Be a citizen of India.

(ii) Be an advocate whose name is enrolled in the Bar Council of Kerala having completed ten years standing as on the date of this notification.

(b) Desirable

(i) Degree in any discipline.

(ii) Minimum 50% marks for Graduation in Law.

(iii) Good proficiency in Computer operations.

(iv) Good proficiency in drafting & communication in English and Malayalam.

(v) Experience in office management / administration, computer operations, accounting.

3. Age not more than 50 years as on 31.12.2023 with usual relaxation as provided by the Government Orders.

4. Pay-Scale: Rs. 77,200-1,40,500 plus admissible DA and HRA from time to time.

5. Application fee Rs.5000/-(non-refundable).

6. The last date of Receipt of application: 22.02.2024 at 5 PM.

7. Selection criteria:

(i) Awarding of marks

(a) Written Test - 50 marks, (b) Qualifications - 15 marks, (c) Experience - 10 marks and

(d) Interview - 25 marks

(ii) Candidates who secure 50% marks or more in the written test shall be eligible for interview.

(iii) Written test would be aimed at testing knowledge of the candidate in (a) Labour Laws and Taxation Laws including precedents, Advocates Act and Rules; (b) Office administration with emphasis on MOP (Manual of Office Procedure); (c) Commercial Accounting and (d) General Knowledge.

(iv) Depending on the number of applications that may be received within the prescribed time, if there is unduly large number of candidates, a short list will be prepared of the candidates for the purpose of further process of Selection after Written Test. The short listing will be based on the mark obtained by the candidate in the written test.

8. The candidate would be bound to produce the originals to prove of their claims in the applications as and when directed by the Bar Council of Kerala.

9. To download the application, candidates may log in to www.barcouncilkerala.org. Filled up application form together with the copies of all the certificates along with Demand Draft of Rs. 5,000/- drawn in favour of 'Bar Council of Kerala, Ernakulam', shall be forwarded to the undersigned so as to deliver at the office of the BCK before 5 PM on 22-02-2024.

(Sd/-)

Hony. Secretary,

Bar Council of Kerala, Ernakulam

21-01-2024