

BAR COUNCIL OF KERALA

(Statuary Body Constituted under the Advocates Act, 1961)

Bar Council Bhavan

High Court Campus Enrkulam-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) Good proficiency in Computer operations.

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

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

3. Age not more than 50 years as on 31-07-2024 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.2500/-(non-refundable).

6. Selection criteria:

(i) Awarding of marks

(a) Written Test - 70 marks, (b) Qualifications - 5 marks, (c) Experience - 5 marks and (d) Interview - 20 marks

(ii) Written test would be aimed at testing knowledge of the candidate in (a) General Laws, Advocates Act & Rules and drafting skills (b) Office administration with emphasis on MOP (Manual of Office Procedure); (c) General Knowledge & English

(iii) 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.

7. To make the application, the candidates may log in to www.barcouncilkerala.org. Downloaded application form together with the copies of all the certificates shall be forwarded to the undersigned so as to deliver at the office of the BCK before 5 PM on 10-09-2024.

(Sd/-)

Hony. Secretary,
Bar Council of Kerala, Ernakulam
09 -08-2024