



BAR COUNCIL OF KERALA

(Statutory Body Constituted under the Advocates Act, 1961)

Bar Council Bhavan, High Court Campus, Kochi-682 031

No. KBC/BA/ 266 /2024

Dated: 22.01.2024

From

Honorary Secretary

To

The President / Secretary of all Bar Associations in the State

Sir,

Sub: **Appointment of Secretary in the office of the Bar Council of Kerala-Notification published-reg.**

The Bar Council of Kerala in its meeting held on 14.01.2024 has resolved to invite applications for the post of "Secretary" in the office of the Bar Council of Kerala.

The last date of receiving the filled up application form, self-attested copies of certificates and the prescribed fee is on 22.02.2024. Detailed notification and the application form are published in the website www.barcouncilkerala.org. A copy of the Notification and the application form is also enclosed.

You are requested exhibit the Notification and the application form in the Notice Board and to inform all the members of your Bar Association.

Thanking you,

Yours faithfully,

Adv. Joseph John
Honorary Secretary

Encl: as above.

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.

(iv) 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



BAR COUNCIL OF KERALA

Bar Council Bhavan, High Court Campus, Ernakulam, Ph:04842394195
(Statutory Body Constituted under the Advocates Act, 1961)

APPLICATION FOR APPOINTMENT AS SECRETARY

Affix recent
passport size
photograph

1.Name of the applicant

(In Block Letters)

: -----

2 Name of Father/Husband

: -----

3. Age & date of Birth

: -----

4.Address with Pincode

: -----

5.Office address with Pincode

: -----

6.Contact No.: (Mandatory) : -----

6(a) Whatsapp No.(Mandatory) : -----

7. Email id:-(Mandatory) : -----

8.Nationality : -----

9.Gender : -----

10.Religion & Caste : -----

11. Qualifications/ Eligibility

a) Essential

i) Whether a Citizen of India : Yes No

(If yes, produce Aadhaar card/ Election ID card or Valid Indian Passport)

ii) Whether an Advocate having completed 10 years of standing at the Bar: Yes No

(If yes, produce enrolment certificate and certificate from the president of the bar association in which the applicant is a member showing he/ she has 10 years of active practice)

(b) Desirable qualifications

(i) Degree in any discipline Yes No

(if yes, give the details with supporting documents)

(iii) Minimum 50% marks for Graduation in Law: Yes No

(if yes, give the details with supporting documents)

(iv) Good proficiency in computer operations including accounting: Yes No

(if yes, give the details with supporting documents)

(v) Good proficiency in drafting & communication in English & Malayalam: Yes No

(if yes, give the details with supporting documents)

(vi) Practice as an advocate in the area of, labour, tax, and Constitution) : Yes No
(if yes, give the details with supporting documents)

(vii) Experience in office management/ administration, computer operations, accounting) : Yes No (if yes, give the details with supporting documents)

12. Whether more than 50 years of age as on 31-12-2023: Yes No
(if no, give the details with supporting documents)

13. Enrolment No. & Date of enrolment : -----

14. Place of Practice : -----

15. Name of Bar Association ; -----

16. Membership No. of Bar Association : -----

17. Total years of practice : -----
(excluding suspension period if any)

18. Field of practice/specialisation:- : -----
(Civil, Criminal, Revenue, Consumer, Service)

19. Whether the applicant, after enrolment, has joined any Government/Semi Government or Private Service or any other kind of service, if so give details-----

20. Whether the applicant, after enrolment, has joined any business as a full partner/sleeping partner, if so give details-----

21. Whether the applicant, after enrolment, has incurred any disqualification as mentioned in Section 24A of the Advocates Act, if so give details-----

22. Whether the applicant, at present, is facing any disciplinary proceedings/convicted in any Criminal proceedings, if so give details-----

23. Whether you have submitted application for COP or declaration form (whichever is applicable) to the Bar Council of Kerala :- Yes/ No(if yes give the details with supporting documents)

24. Details for payment of application fee:

Demand Draft No. :-----

Date of remittance :-----

Bank of remittance :-----

25. Any other information relevant for your candidature: -----

I hereby declare that the information furnished is true and correct and that nothing is false and nothing material has been concealed. I am enclosing the original demand draft of Rs.5,000/- towards application fee and self-attested true copies of all the certificates along with the application form.

Date:
Place:

Signature of the Applicant

Certificate

The Bar Association hereby certify that the applicant is a member of this Bar Association.

Bar Association seal

President/Secretary